# INDEPENDENT BOARDS AND AGENCIES

#### PROGRAM AND SERVICE ACTIVITY INFORMATION

# **Board of Estimate and Taxation – Internal Audit (5030)**

#### PROGRAM DESCRIPTION:

Internal Audit provides an independent appraisal function of internal controls. Internal Audit reviews and evaluates accounting, financial and operating policies and programs on a city-wide basis, furnishing city management with objective information on city business as well as making recommendations for future efficiencies.

# Major Initiatives for 2000:

- Continue to furnish City management with objective information regarding City business and related internal controls.
- Conduct special reviews of suspected irregularities as requested by the Audit Management Committee (AMC).
- Keep abreast of new developments in the audit profession.

# **Major Service Activities:**

- ◆ Assess internal controls within City departments or with entities with whom the City may conduct business and provide written audit reports on the results of those reviews
- ♦ Conduct special reviews/audits, as requested, as well as assisting external auditors.

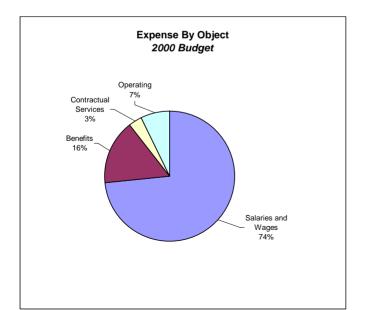
- ♦ Develop and execute an annual audit plan to review financial, operational and compliance of selected city departments/divisions/subdivisions.
- Conduct reviews for audit requests discussed and prioritized by the Audit Management Committee.
- ◆ Present audit reports for review to the Audit Management Committee, the Board of Estimate & Taxation and the appropriate policy committees.

# Independent Board Board of Estimate and Taxation

			1999 Original			% Chg From 1999 to 2000 Recomm.	Change From 1999 to 2000
	1997 Actual	1998 Actual	Budget	2000 Target	2000 Recomm.		Recomm.
FTE's	2.00	2.00	2.00	2.00	2.00		-
Expense by Object:							
Salaries and Wages	153,279	150,592	154,512	159,198	159,198	3.03%	4,686
Benefits	26,904	26,536	29,954	34,846	34,846	16.33%	4,892
Contractual Services	2,675	1,654	4,736	7,471	7,471	57.75%	2,735
Operating	10,392	16,032	17,120	15,485	15,485	-9.55%	(1,635)
Equip./Capital	123	234	-	-	-		- '
Transfers	-	107	-	-	-		-
Total Expense by Object	193,373	195,155	206,322	217,000	217,000	5.18%	10,678
Expense by Fund:							-
Estimate And Taxation	193,373	195,155	206,322	217,000	217,000	5.18%	10,678
Total Expense by Fund	193,373	195,155	206,322	217,000	217,000	5.18%	10,678

#### Explanation of Changes from 1999 to 2000 Budget:

- Monthly parking added to contractual services and garage rent deleted from operating budget.



#### PROGRAM AND SERVICE ACTIVITY INFORMATION

### **LIBRARY BOARD - ADMINISTRATION (5852)**

**PROGRAM DESCRIPTION:** The Administration is responsible for the efficient accomplishment of goals and provision of services to meet the Library's vision statement and Strategic Planning Document service priorities under the policy direction of the Library Board of Trustees.

### **MAJOR INITIATIVES FOR 2000:**

- Provide continued support for New Central Library Implementation Committee process and planning for New Central Library and capital improvements for community libraries including fall 2000 referendum.
- ♦ Revise and update the Library's Collection Development Policy to guide collection retention and preservation to meet the needs of users in the next century.

### **MAJOR SERVICE ACTIVITIES:**

- Provide administrative support to Library Board Committees: Central and Community Library Relations; Committee of the Whole; Finance; General; Legislative.
- Plan, direct, coordinate and manage ongoing projects, policies and programs established by the Library Board.
- Negotiate, prepare and process contracts and contract amendments for Library Board projects.
- Provide information related to Library Board actions to Library staff, the public and other municipalities.
- Provide timely and efficient mail service for Library departments within the Central Library building, to community libraries and to deliver interdepartmental mail to City Hall.

- Provided support to the New Central Library Implementation Committee, established by the Library Board and City Council, to study and plan for a new central library facility.
- Prepared and processed more than thirty contracts for services for the Library Board including contracts for a new library automated system, community surveys and NRP contracts for enhanced library services and programs throughout the City.
- Combined mailing lists into one database to eliminate duplication and repetitive work to maintain various mailing lists used by Administrative Offices and Board of Trustees.

### **Library Continued**

**PROGRAM DESCRIPTION:** Provide pertinent management information for optimum accountability in administration of the fiscal operations of the Library Board so that program priorities are efficiently and effectively implemented with available resources.

#### **MAJOR INITIATIVES FOR 2000:**

- ♦ Continue the process to change the Library's furniture and equipment inventory to a barcoding system.
- Complete the Comprehensive Annual Financial Report for the Library Board and submit it to the Certificate of Achievement for Excellence in Financial Reporting Program by June 30, 2000.
- Continue reformatting spreadsheets that were converted because of the Year 2000 problem.
- ♦ Work towards interfacing the Library's new acquisition system to FISCOL.

#### **MAJOR SERVICE ACTIVITIES:**

- Provide management of the budget in accordance with Library Board approved goals and priorities.
- Maintain the central accounting and financial record system for the Library Board.
- Prepare quarterly and annual financial reports of general accounting activity for the Library Board and appropriate staff.
- Record, process and collect Accounts Receivable bills for the Library Board.
- ◆ Promptly record and deposit all revenues received by the Library Board and manage investments according to sound fiduciary principles.
- Procure required equipment, supplies and services for Library agencies in a timely, cost effective and accurate manner in accordance with specifications and consistent with all applicable regulations and policies.

- ◆ Received the ninth consecutive Government Finance Officers Association Excellence in Financial Reporting Certificate of Achievement for fiscal year ending December 31, 1997.
- Made 151 cash deposits with the use of armored car service.
- Processed approximately 11,622 invoices including intergovernmental payments.

# **Library Continued**

**PROGRAM DESCRIPTION:** Coordinate internal and external public relations to promote more and better use of the library through publications, media relations, exhibits, signage, and other communications techniques.

#### **MAJOR INITIATIVES FOR 2000:**

- Continue to promote and build support for New Central Library and branch improvements.
- Promote services for new immigrant families through Carnegie Gateway Project.
- ◆ Promote electronic reference services.

## **MAJOR SERVICE ACTIVITIES:**

- Distribute timely and accurate publicity about the library to users and potential users through a wide variety of printed and electronic media.
- Gather, package and release information about library programs and services through newsletters, publicity flyers and posters, informational brochures and booklists, news releases, and public service announcements.
- Plan and coordinate displays to promote awareness and use of the library collection.
- ♦ Coordinate planning and promotion of special events and presentations targeted to library users and potential users.
- Participate in planning of metro-wide library promotional projects.
- ◆ Participate in development of the library's Web site and promotion of library services and activities via the World Wide Web.

- Provided information on library services and events via World Wide Web; promoted libraries as public access Internet sites.
- ◆ Highlighted MPL collections through publications including 1998 Annual Report, titled Nourishing the Mind; through displays featuring the history of Hennepin Avenue, the outstanding music collection, and Special Collections; and through public programs.
- Participated in the development of a communications plan for a new Central Library.
- ◆ Promoted awareness and use of the new Web-based online catalog through public information, education, and outreach activities.
- ◆ Garnered attention through touring exhibitions "Free at Last: Abolition of Slavery in America" and "Red, Hot & Blue: A Salute to American Musicals."
- ♦ Introduced new newsletter, "Currents," to increase awareness of library and its

# **Library Continued**

**PROGRAM DESCRIPTION:** Provide an efficient and comprehensive personnel management system for the Library Board including salary administration, performance evaluation, contract negotiations, employee benefits, affirmative action and training.

# **MAJOR INITIATIVES FOR 2000:**

- Revise and add sections to the Library Personnel Manual.
- ♦ Develop a comprehensive training program for Library personnel.
- Create a new employee orientation program that will successfully integrate new hires into the Library.
- Revise and upgrade the Library's performance evaluation system.
- Formally review the classification and benefits for selected positions.

### **MAJOR SERVICE ACTIVITIES:**

- Provide direction, guidance and leadership to Library managers in their respective areas of responsibility to assure the delivery of sound cost effective human resource practices in a consistent manner to all departments.
- ♦ Determine, together with administrative staff, what training and development opportunities should be provided to library employees and make those available to managers, supervisors and employees.
- Provide general personnel management services to the Executive Committee as needed.
- Provide assistance to departments regarding administration of disciplinary procedures.
- ♦ Ensure that the Library's Affirmative Action commitments are met and that the protected class community sees the Library Board as a fair and objective employer.
- Provide focused attention on employees' work-related injuries and accommodations.

- ◆ In 1996, the Library acknowledged an under-utilization of people of color in six job groups. The Library Board and the administration declared a commitment to hire affirmatively as opportunities became available with the goal of reaching parity in all job groups where under representation exists. That effort continued in the year 1999.
- All substitute positions at the Library were declassified, and as a result it was necessary for the Human Resources Office to establish systems for recruiting and evaluating candidates.
- Three new people were hired to fill vacancies in the Human Resources Office.

◆ Cross training was initiated for three people in HRO. This will be helpful to provide better coverage of responsibilities when people are absent for vacation or illness. This training will also have a positive impact in terms of learning to understand and appreciate the responsibilities of others within the Department.

# **Library Continued**

- ◆ Provided the Director's Office with support for the all staff meetings for Library personnel.
- ♦ Staff recognition event in March 1999 was successfully planned and carried out by Human Resources personnel.
- ♦ The Human Resources Office successfully administered labor agreements with five unions. This included contract interpretation, participation in negotiations of new agreements, and grievance resolution.
- In April 1999 Human Resources coordinated "Take Your <u>Daughters to Work" Day.</u>

# 2000 MINNEAPOLIS CITY BUDGET PROGRAM AND SERVICE ACTIVITY INFORMATION LIBRARY BOARD - Central Library (5854)

**PROGRAM DESCRIPTION:** Process access to the central library collection and services through skilled, trained staff and information that is responsive to the varied needs of the public.

## **MAJOR INITIATIVES FOR 2000:**

- ♦ Expand patron's ability to request and receive information by instituting faxing and e-mail programs for reference services.
- ♦ Finalize three-year preservation plan for Central Library materials and begin implementation of recommended actions.
- ♦ Shift, reorganize and examine for deaccessioning, reformatting or potential offsite storage items in stack collections to ensure continued housing of Central Library collections in current facility; examine and implement options for expanding collections on open floors so as to use all available space.
- Review and refine arrangement of collections and services in anticipated new Central Library facility; participate in the promotional opportunities for the project as needed.

#### **MAJOR SERVICE ACTIVITIES:**

- Provide centralized telephone service responsive to information needs of the public.
- Provide general reference service assistance in person and by telephone in subject departments.
- ♦ Manage collection of 2.5 million books, periodicals, government publications and other items, an important community asset.

- ◆ Provided more than 3,236.5 hours of service to customers to answer 1,112,691 reference questions through the Central Library staff in person and by telephone.
- Enhanced Central Library's extensive collection through selection of new titles, removal of worn and outdated materials and preservation of unique items deteriorating in their present state.
- ♦ Circulated 769,248 items to central library users.
- ♦ Remodeled and reorganized Central Library Circulation, Information Desk and Popular Library functions to enhance customer service and streamline workflow.
- Increased customer access to information by incorporating electronic resources into the Library's collection, especially world wide web based information products.
- Provided in-person assistance to more than 743,888 customers visiting the central library in 1998.
- ◆ Examined and recommended physical configuration of collections and services in support of the development of a Building Program for a New Central Library for the City of Minneapolis.

# 2000 MINNEAPOLIS CITY BUDGET PROGRAM AND SERVICE ACTIVITY INFORMATION

**Library Board - Community Libraries (5855)** 

**PROGRAM DESCRIPTION:** Administer and operate fourteen community libraries, two technology centers, a bookmobile, Franklin Learning Center and Youth Services. Provide services, books and materials responsive to the public through adequate facilities, appropriate staffing levels and hours convenient to the public.

## **MAJOR INITIATIVES FOR 2000:**

- ♦ Implement \$500,000 Carnegie grant to revitalize and expand library services and programs to new immigrants, aimed particularly at supporting Southeast Asian, Hispanic and East African immigrant families in their transition to life in Minneapolis.
- ♦ Complete design development, construction drawings and bidding for capital improvements and expansion to Linden Hills Library in preparation for construction start in fall 2000.
- ♦ Participate in planning and development for a Webber Park community center including a library in collaboration with the neighborhoods and other jurisdictions.
- ♦ Develop a prioritized schedule of major capital improvements for community libraries based on *Outlook Twenty Ten*, a discussion plan presented to the Library Board.
- Address Sumner Library service and capital improvements in conjunction with the Near Northside Implementation Committee

#### MAJOR SERVICE ACTIVITIES:

- ◆ Provide reference and reader's advisory service, and assistance in using computers to people of all ages at neighborhood libraries throughout the City.
- Provide new materials and maintain existing collections; all selected for their pertinence and interest to the citizens of Minneapolis including books, magazines and newspapers, compact discs, videos, books on tape and recordings.
- Operate, maintain and manage fourteen community libraries and a bookmobile.
- Operate, maintain and manage special library programs and services including the Bookmobile, Franklin Learning Center, Phillips Computer Center and Hosmer Technology Learning Center.
- ◆ Serve the youth of Minneapolis by maintaining and expanding children and teen collections, offering story times and live programs for young children, presenting Summer Reading Program with incentives for reading and participation, and promoting reading, libraries and information access through programs and publicity.
- ◆ Provide Homework Helper Program with free tutorial assistance and computer access to teens at ten libraries.
- Expand the capacity of library service by collaborating with schools, neighborhoods and organizations on projects and partnerships that support the library's mission.
- Preserve architectural integrity of library buildings and implement capital improvement projects including working with neighborhood groups and planning

# 2000 MINNEAPOLIS CITY BUDGET PROGRAM AND SERVICE ACTIVITY INFORMATION

**Library Board - Community Libraries (5855)** 

expansions and improvements responsive to community needs.

 Establish a prioritized capital improvements program for community libraries for 2000-2010.

- Managed and promoted two technology learning centers, funded by neighborhoods, and used extensively by residents of varying technology skills: 10,854 user sessions at Hosmer's Technology Learning Center, 1,790 at Franklin's Phillips Computer Center.
- ◆ Participated in a collaborative effort to improve Webber Park with the potential of a combined library/park facility.
- ◆ Participated in a Pierre Bottineau Residents Advisory Team and the Friends of Sumner Library to improve library service to the community.
- ♦ Developed and initiated a \$500,000 Carnegie Corporation grant to expand services for immigrant families and students by providing multicultural outreach and programs, acquisition of pertinent materials, presentation of bilingual story hours to children and adults and purchase of computer equipment.
- Provided 7,002 Homework Helper sessions assistance at ten libraries including the acquisition of new computers with academic enrichment programs at eight sites.
- Provided one-on-one tutoring and computer assisted instruction to 325 learners from 25 countries to improve their communication skills at Franklin Learning Center. 104 volunteers contributed more than 5,000 hours of time and energy.
- ♦ Managed the "Read Team" summer volunteer program with over 100 youth participants who, in all, contributed 1,800 hours to the Summer Reading Program.
- ◆ Provided more than 600 hours of service per week for over 30,000 hours and circulated 1,704,970 items in 1998.
- ♦ Developed a discussion document for capital improvements for all community libraries for the Library Board, and submitted a revised capital funding plan to CLIC.
- Provided bookmobile service, and enhanced promotion, to neighborhoods throughout the city including high rises, childcare facilities, community centers and parks and expanded service to Spanish-speaking clientele, increased circulation by 7%.
- ◆ Presented free programs at all libraries to 20,000 children; with Summer Reading Program attracting more than 12,000 young participants.
- ♦ Hosted 400 Minneapolis Public School groups, reaching 9000 students; and 210 school visits by Community Librarians reached 11,000 non-public and public students.

# 2000 MINNEAPOLIS CITY BUDGET PROGRAM AND SERVICE ACTIVITY INFORMATION LIBRARY BOARD - Technical Services (5856)

**PROGRAM DESCRIPTION:** Provide technological support and networking capability for the library to increase efficiency, productivity and to meet increasing information needs of customers.

#### **MAJOR INITIATIVES FOR 2000:**

- ◆ Develop a five-year technology plan.
- ♦ Participate in MnLINK for statewide library catalog access and interlibrary loan.
- ♦ Continue work process review for efficiencies resulting from Innopac implementation, including an interface to FISCOL.
- Implement a revenue recovery program for overdue materials.

#### **MAJOR SERVICE ACTIVITIES:**

- ♦ Order, catalog and process materials such as books, magazines, audiotapes, videotapes, compact discs and other formats for the central and community libraries and the Municipal Information Library at City Hall.
- ♦ Manage operations of the Library's automated system, Innopac, twenty-four hours a day, seven days a week.
- Provide technical support in use of microcomputers in all library agencies.
- ◆ Provide circulation services for the Central library. Support circulation services in community libraries through Innopac.
- Manage the voice/data network systems.

- ◆ Ordered, cataloged and processed more than 130,000 volumes (30,000 titles) for the library's collection.
- ♦ Expanded public access Internet information resources and Web-based subscriptions.
- Implemented Innovative Interfaces library information system.
- Replaced all terminals with PCs.
- Completed user training on new system.
- Developed specifications for bids for contracts with additional materials vendors.
- Completed Y2K assessment and corrected problems as appropriate.

#### PROGRAM AND SERVICE ACTIVITY INFORMATION

# **Library Board - Buildings (5857)**

**PROGRAM DESCRIPTION:** Provide personnel, materials and equipment to maintain and repair library owned buildings and grounds in a clean, comfortable, safe and inviting condition on a daily basis at Central and 14 community libraries.

## **MAJOR INITIATIVES FOR 2000:**

- Work with project team to develop construction drawings and specifications for the expansion and renovation of Linden Hills.
- Replace roofs at Nokomis and Sumner Community Libraries.
- Renovate parking lot at Sumner.
- ♦ Complete study of existing conditions of the parking deck at Walker and develop project specifications based on that report.
- ◆ Complete a study of underground fuel tanks at Central and three community Libraries.
- Reline condensate return tank and replace pumps and piping at Nokomis.

## **MAJOR SERVICE ACTIVITIES:**

- Provide custodial, operating and repair services for all library facilities.
- Develop plans, drawings and specifications for repair and renovation of library facilities and systems.
- Provide labor and materials to repair and maintain library facilities and systems.
- Monitor building contract services and projects, including major renovation and construction projects, elevator service contracts, and all outside repairs of facilities and systems.
- Provide care of all exterior areas of the buildings, including lawn care and snow removal from sidewalks and parking lots.
- Provide security staff at Central and selected community libraries to respond to incidents and vandalism.
- Provide, issue and manage stock of the most frequently used office, library and building materials and supplies.
- Provide pick-up and delivery of library materials between facilities.

- Completed Central entryway renovations.
- Prepared sites at all locations for the replacement of the central catalog system and increased internet access by the public.
- ◆ Disposed of all old computer system components, including the recycling of all old monitors that were classified as hazardous materials.
- Replaced tiles in second floor public restrooms at Central.
- Created new work areas on 4<sup>th</sup> floor at Central for the Community Collection Development Office..

# **Library Board continued**

- ◆ Constructed a new wall, with doors, and cut another new doorway in the Systems Operations and Support (SOS) area on 4<sup>th</sup> floor.
- Completed a consultant's review of the condition of the parking ramp at Southeast.
- Repaired major operating control problems of public elevator at Walker.
- Completed specifications for roof replacements at both Nokomis and Sumner Libraries.
- ◆ Part of project team to develop schematic design for the expansion and renovation of Linden Hills and the development of working drawings and project specifications.
- ◆ Developed an action plan with the Minneapolis Fire Inspection Department to address fire code and life safety building related issues at Central.
- ◆ Completed specifications for carpet replacement at Northeast, renovation of parking lot at Sumner, and retuckpointing exterior panels at Central.

# 2000 MINNEAPOLIS CITY BUDGET PROGRAM AND SERVICE ACTIVITY INFORMATION LIBRARY BOARD - Special Services (5858)

**PROGRAM DESCRIPTION:** Provide special library functions as INFORM, a feebased research service, and interlibrary loan service.

#### **MAJOR INITIATIVES FOR 2000:**

- Redevelop and redefine fee-based services to respond to changes in the marketplace and the resulting decrease in revenues.
- Devise and implement marketing strategies to expand INFORM customer base.
- Redirect ILL fill efforts to enable MELSA and greater Minnesota libraries to place requests directly on MPL catalog without staff mediation; permit requests to be placed on community library collections as well.
- Participate in statewide MnLINK ILL effort so that patrons throughout the state, including MPL patrons, can place requests directly for materials not available at the local library.

## **MAJOR SERVICE ACTIVITIES:**

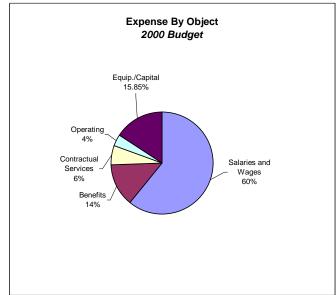
- ◆ Deliver high quality fee-based research services to the business community and the general public through INFORM.
- Provide materials to Minneapolis Public Library users and users of other libraries through the Interlibrary Loan service.

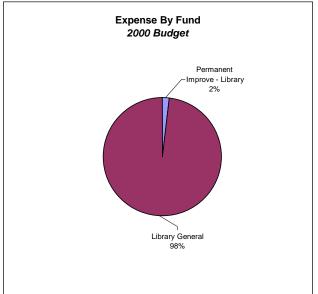
- Responded to 80% of client requests for service within one week.
- Provided document delivery service within 48 hours or on rush basis as requested.
- ◆ Provided 2,414 searches to INFORM clients and delivered 2,960 items in 1998 at customer request.
- ◆ Generated \$178,768 in revenues toward the costs of staff time to provide the service.
- ♦ Supplied 16,732 items (books and photocopies) from MPL collection to other libraries; borrowed 2,769 items from other libraries for use by MPL patrons.
- ♦ Responded to 80% of ILL requests within twenty-four hours of receipt.

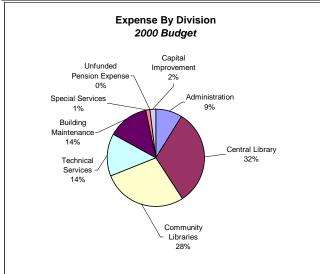
### Independent Board Library Board

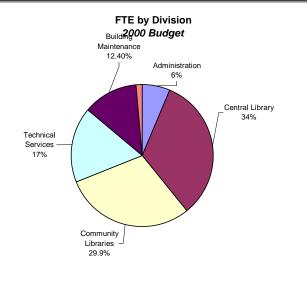
	1997 Actual	1998 Actual	1999 Original Budget	2000 Recomm.	2000 Final Approved	% Chg From 1999 to 2000 Final	Change From 1999 to 2000 Final
	1997 Actual	1990 Actual	Buuget	2000 Recommi.	Approved	ГПа	to 2000 Filial
FTE's by Division:							
Administration	20.00	20.00	23.50	23.00	23.00	-2.13%	(0.50)
Central Library	128.90	128.90	120.30	120.30	120.30		- 1
Community Libraries	99.39	99.89	109.19	109.69	109.69	0.46%	0.50
Technical Services	62.21	62.31	63.31	63.31	63.31		-
Building Maintenance	43.00	44.00	45.50	45.50	45.50		-
Special Services	5.09	5.09	5.09	5.09	5.09		-
FTE's	358.59	360.19	366.89	366.89	366.89		-
Expense by Object:							
Salaries and Wages	10,756,578	11,128,871	11,726,434	12,247,419	12,247,419	4.44%	520,985
Benefits	2,188,906	1,966,011	2,179,347	2,750,857	2,750,857	26.22%	571,510
Contractual Services	1,397,285	1,284,377	1,312,880	1,218,992	1,218,992	-7.15%	(93,888)
Operating	490,561	546,531	713,706	748,861	748,861	4.93%	35,155
Equip./Capital	5,038,264	4,002,713	3,089,388	3,196,210	3,196,210	3.46%	106,822
Transfers	-	19,660	-	-	-		-
Total Expense by Object	19,871,594	18,948,163	19,021,755	20,162,339	20,162,339	6.00%	1,140,584
Expense by Fund:							
Permanent Improve - Library	2,051,724	1,118,729	700,000	400,000	400,000	-42.86%	(300,000)
Library General	17,819,870	17,829,435	18,321,755	19,762,339	19,762,339	7.86%	1,440,584
Total Expense by Fund	19,871,594	18,948,163	19,021,755	20,162,339	20,162,339	6.00%	1,140,584
Expense by Division:							
Administration	1,352,072	1,437,119	1,623,998	1,810,531	1,810,531	11.49%	186,533
Central Library	6,666,737	5,969,696	6,157,129	6,426,669	6,426,669	4.38%	269,540
Community Libraries	4,807,100	5,397,155	5,174,085	5,624,412	5,624,412	8.70%	450,327
Technical Services	2,666,765	2,695,663	2,873,128	2,878,640	2,878,640	0.19%	5,512
Building Maintenance	2,080,926	2,384,133	2,495,403	2,765,511	2,765,511	10.82%	270,108
Special Services	246,270	254,374	298,012	256,576	256,576	-13.90%	(41,436)
Unfunded Pension Expense	(0)	(308,706)	(300,000)	-	-		300,000
Capital Improvement	2,051,724	1,118,729	700,000	400,000	400,000	-42.86%	(300,000)
Total Expense by Division	19,871,594	18,948,163	19,021,755	20,162,339	20,162,339	6.00%	1,140,584

### Independent Board Library Board









# PROGRAM AND SERVICE ACTIVITY INFORMATION MCDA

# **Executive Administration (3410)**

**PROGRAM DESCRIPTION**: The mission of the Minneapolis Community Development Agency (MCDA) is to sustain and improve the residential, economic and aesthetic environment of the city for the benefit of residents, employees, and businesses in Minneapolis through implementation of development and financing programs. Executive Administration provides leadership to remain focused on the core mission.

# Major Initiatives for 2000:

- Major review and rewrite of Focus MCDA, the agency's strategic plan, in light of changed conditions and policies.
- Start of records management and reduction project.
- Customer Service improvement initiative.
- Implement a program performance measures system.

# **Major Service Activities:**

- Ensure sound fiscal management.
- Clear policy and strategic direction to staff and advice to policy makers.
- High quality service to customers, partners and vendors.
- Provide financial, technical and administrative resources to staff.
- Continue the information management improvement process.

- Programs of the Agency are conducted within allocated FTE and dollars.
- Directors, managers and staff have clear policy direction to implement City and Agency policy.
- Customer satisfaction measures.
- Staff has tools and resources necessary to accomplish mission.
- IS systems are modern, reliable and useful.

# PROGRAM AND SERVICE ACTIVITY INFORMATION MCDA

# **Economic Development (3450)**

**PROGRAM DESCRIPTION:** Promote a diverse, resilient economy that creates needed job opportunities. Support businesses that offer key services to neighborhoods. Provide clean sites for commercial and industrial development. Retain Minneapolis companies that create living wage jobs for city residents. Concentrate development in areas likely to result in significant employment gains for Minneapolis residents. Assure that downtown is the retail, employment and entertainment center of the region.

# **Major Initiatives for 2000:**

- Customized Workforce Initiative
- Partnership with Community Reinvestment Fund to leverage loan funds for Empowerment Zone.
- Implementation of Upper River Land Bank Fund.

# **Major Service Activities:**

- Assist the Planning Department in its identification of target commercial areas that are economically sustainable.
- Focus financial and other MCDA assistance on those target commercial areas identified by the Planning Department process.
- Support active neighborhood business associations.
- Prioritize and implement the cleanup of contaminated land
- Maintain an inventory of attractive industrial sites.
- ♦ Identify, through the Business Survey, BusinessLink and other tools, those businesses that will provide new job opportunities.
- Provide Minneapolis businesses with information access to resources through BusinessLink and other tools.
- Work to ensure that downtown has a range of retail.
- Provide site assembly for desirable retail and entertainment uses downtown.
- Develop and implement a long-term plan for the redevelopment of the Central Riverfront project areas.

# MCDA continued

◆ Focus on the redevelopment of historic properties the MCDA already owns (e.g. Milwaukee Depot, Washburn-Crosby Mill, Grain Belt Brewery, Dania Hall, and Hollywood Theater).

- ♦ When 100% of legal, real estate and relocation services are provided in a timely and professional manner.
- ♦ When 100+ projects and programs that encourage and support the City's neighborhood commercial areas are planned, implemented or monitored.
- ♦ When 89+ projects and programs that maintain and improve the vitality of the downtown and riverfront areas are planned, implemented or monitored.
- ♦ When 66+ projects and programs that encourage and support job-generating industrial businesses are planned, implement or monitored.
- ♦ When 180+ loans to start-up, expand or relocated businesses in Minneapolis are packaged and serviced.
- Assist 250+ buinessess in dealing with regulatory services, locating financing and office space and accessing business information and resources.

# PROGRAM AND SERVICE ACTIVITY INFORMATION MCDA

# **Administrative Services (3470)**

**PROGRAM DESCRIPTION:** Provide accounting, budget, contract, human resources, and information management services in support of all MCDA programs and activities.

# Major Initiatives for 2000:

 Begin records management project including initial assessment and development of record retention schedule.

### **Major Service Activities:**

 Provide accounting, budget, contract, human resources, and information management services in support of all MCDA programs and activities.

- ♦ ESB and wage compliance review requests are done within two working days and State audit produces no material findings or management comments
- Annual budget and related actions are approved on a timely basis.
- ♦ Key personnel services are performed within departmental guidelines 90% of the time.
- Consolidated Annual Financial Report (CAFR) is certified by a clean opinion from independent (State and other) audit.
- MCDA and NRP required contracting and information systems services are provided within departmental guidelines.

# PROGRAM AND SERVICE ACTIVITY INFORMATION MCDA

# **Housing Development (3530)**

**PROGRAM DESCRIPTION:** Develop and support livable neighborhoods through housing programs. Provide a diversity of housing choices within each community. Foster investor confidence in Minneapolis and its neighborhoods. Expand downtown housing opportunities.

# Major Initiatives for 2000:

- Residential Finance Department restructuring.
- Start strategies for affordable housing policy.
- Infill housing iniatives.

# **Major Service Activities:**

- Improve access to existing housing by working on affordability and discrimination issues.
- Provide financing and technical assistance for maintenance and rehabilitation of existing housing.
- ♦ Encourage and assist the production of housing products varied in style, size, type and price with particular attention to housing that is attractive to families.
- Remove or renovate blighted structures and remove other blighting influences.
- Increase levels of home ownership among city residents.
- Address redevelopment issues in neighborhoods throughout the city while focusing on areas of high stress and opportunity
- Provide site assembly for owner-occupied and rental housing.
- Support creative reuse of existing buildings for housing.

- ◆ Inspections violations on Agency owned property are reduced from 1999.
- Provide rehab loans to rental property owners at a level of 10 or more per FTE at a level of \$4,800 per unit.
- ♦ Close at least 95% of rehab or deferred loans within department standards

# MCDA continued

- Complete rental units equivalent in number to at least 9.5% of Consolidated Plan identified need.
- ♦ Acquire; rehabilitate, construct or demolish properties equivalent in number to at least 1.5% of the substandard units in the City.

# PROGRAM AND SERVICE ACTIVITY INFORMATION MCDA Operations (3420)

**PROGRAM DESCRIPTION:** Provides a variety of specialized services which support MCDA, NRP and neighborhood activities including: financial, legal, engineering, relocation, public information and neighborhood outreach.

# Major Initiatives for 2000:

- Aggressively seek, establish and manage partnerships that leverage resources and supplement the MCDA and City goals.
- Start the Minneapolis Unwrapped initiative.

# **Major Service Activities:**

- Provide technical assistance, logistical support and contract monitoring and management for NRP.
- ◆ Provides funding and technical support for eligible neighborhood groups to assist the MCDA in delivering services.
- ◆ Administers an outreach program for constituents, program recipients, neighborhoods, and City and MCDA staff.
- ♦ Provides legal, financial, engineering, relocation, research, graphics and technical support for agency activities.

- ♦ All year-end reports on NRP expenditures, obligation and revenues tie to FISCOL and audit.
- All eligible neighborhood associations receive funds pursuant to contracts.
- Outreach services delivered on time and within budget.
- All services provided within allocated FTE and dollars.

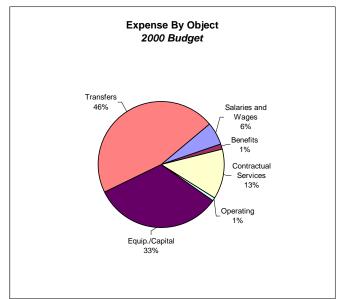
# Independent Board Minneapolis Community Development Agency

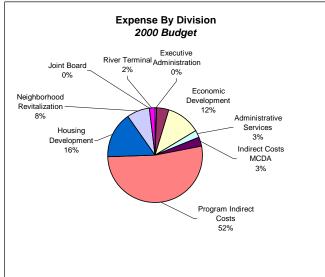
	1997 Actual	1998 Actual	1999 Original Budget	2000 Recomm.	2000 Final Approved	% Chg From 1999 to 2000 Final	Change From 1999 to 2000 Final
	1997 Actual	1990 Actual	Buuget	2000 Reconnin.	Approveu	ГШа	to 2000 Filiai
FTE's by Division:							
Executive Administration	6.00	5.00	5.00	6.00	6.00		1.00
Communications	8.00	7.00	7.00	33.00	33.00		26.00
Economic Development	59.00	59.50	59.50	34.50	34.50		(25.00)
Administrative Services	23.00	20.00	21.00	19.00	19.00		(2.00)
Housing Development FTE's	68.50 <b>164.50</b>	71.00 <b>162.50</b>	71.00 <b>163.50</b>	64.50 <b>157.00</b>	64.50 <b>157.00</b>		(6.50) (6.50)
E							` ,
Expense by Object:	7 000 424	8,045,880	9 420 007	0 202 074	0 202 074	O EE9/	(46 222)
Salaries and Wages Benefits	7,888,431 1,605,870	1,691,903	8,439,097 1,772,208	8,392,874 1,762,458	8,392,874 1,762,458		(46,223) (9,750)
Contractual Services	23,772,768	25,330,384	17,614,993	18,171,825	18,271,825		556,832
Operating	1,391,431	1,067,029	1,308,715	1,321,650	1,321,600		12,935
Equip./Capital	63,218,700	60,622,849	42,245,266	46,836,901	46,936,901	10.87%	4,591,635
Transfers	58,470,465	67,983,009	71,929,439	65,743,390	65,743,390		(6,186,049)
Total Expense by Object	156,347,665	164,741,054	143,309,718	142,229,098	142,429,048		(1,080,620)
Expense by Fund:							-
Block 33	-	-	35,000	-			(35,000)
Tax Increment Administration	7,587,790	7,042,461	6,926,517	5,894,057	5,894,057	-14.91%	(1,032,460)
Camden Medical Facility	186,027	-	-	80,000	80,000		80,000
Common Project Uncertified	1,713,418	1,956,617	2,396,381	1,689,461	1,689,461	-29.50%	(706,920)
West Broadway	889,123	149,041	1,081,201	836,773	836,773		(244,428)
East Bank 1335	1,844,223	1,730,859	2,553,368	3,248,105	3,248,105		694,737
Grant	961,327	1,007,729	705,583	881,150	881,150	24.88%	175,567
Chicago And Lake	250,000	387,384	150,000	-	-		(150,000)
Ninth & Hennepin	54,156	47,997	180,734	244,634	244,634		63,900
North Loop	3,934,777	9,117,976	8,317,847	9,720,523	9,720,523		1,402,676
Industry Square	5,069,059	4,341,439	8,718,091	6,464,429	6,464,429		(2,253,662)
Seaward South	1,040,894	1,089,224	1,727,660	1,926,377	1,926,377		198,717
Cedar Riverside	3,170,606	1,651,210	6,320,388	5,123,307	5,123,307	-18.94%	(1,197,081)
Housing For Chronic Alcoholics	-	5,000	-	-	-	04 400/	- (4.047.775)
Hennepin & Lake	1,000,000	909,485	2,679,734	1,031,959	1,031,959		(1,647,775)
Broadway 35-W	1,929,118	724,986	1,780,376	850,856	850,856		(929,520)
Franklin Avenue	23,293	67,074	94,325	135,038	135,038	43.16%	40,713
Symphony Place	532,989	599,456	- E 407 02E	5,323,224	- - 222 224	0.640/	125 200
Loring Park Laurel Village	5,976,700 1,908,508	5,497,414 1,750,972	5,187,835	1,935,600	5,323,224 1,935,600		135,389 189,034
City Center	8,339,996	13,500,048	1,746,566 6,466,124	7,287,748	7,287,748		821,624
South Nicollet Mall	6,811,219	4,086,577	4,120,666	4,251,500	4,251,500		130,834
Central Care Nursing Home	540	4,000,377	98,878	4,231,300	4,231,300	3.1076	(98,878)
Deep Rock Tax Increment	188,154	264,254	250,000	71,921	71,921	-71.23%	(178,079)
110 Grant	100,104	640,000	250,000	71,321	71,321	-71.2370	(170,079)
Camden Area Impact	6,226	13,204	40,000	35,748	35,748	-10.63%	(4,252)
NRP	23,771,686	20,640,956	10,385,205	11,255,118	11,255,118		869,913
NWIP	2,654,244	3,455,661	5,744,268	2,623,316	2,623,316		(3,120,952)
Holmes	1,855,170	1,934,988	2,873,512	2,232,561	2,232,561	-22.31%	(640,951)
Nicollet Island East Bank	1,800,232	1,837,893	1,748,698	2,072,107	2,072,107		323,409
Nokomis Holmes	145,000	218,502	29,440	30,262	30,262		822
Elliot Park	372,875	222,883	105,000	105,000	105,000		-
Nicollet & Lake	565,000	460,000	380,000	460,000	460,000		80,000
Central & 20Th	123,500	175,000	250,000	-	-		(250,000)
Miles I	60,000	, <u> </u>	100,000	-	-		(100,000)
NBA Arena	3,609,449	5,161,060	5,243,058	5,356,435	5,356,435	2.16%	113,377
Lasalle Place	3,778,985	4,858,303	3,898,207	2,264,762	2,264,762		(1,633,445)
Capital Projects- Other	7,380	3,760	15,585	28,355	28,355		12,770
Preliminary Planning	1,191,409	1,430,077	2,834,745	2,953,792	3,053,792		119,047
Neiman Marcus	3,274,816	2,654,235	2,933,705	925,319	925,319	-68.46%	(2,008,386)
IDS Data Service Center	735,500	1,168,719	1,000,000	-	-		(1,000,000)
Block E	49,505	2,764,915	289,948	111,200	111,200	-61.65%	(178,748)
36Th And Marshall	287,093	249,272	235,000	225,000	225,000	-4.26%	(10,000)
Common Project Reserve	=	-	-	5,700,000	5,700,000		5,700,000
Creamette District 84	=	-	-	78,000	78,000		78,000
Rosacker Nursery Site	=	686,838	-	-	-		-
Semi-Phase 1	-	99,839	121,000	385,000	385,000	218.18%	264,000
Semi-Phase 2	-	123,650	261,880	210,000	210,000	-19.81%	(51,880)
Semi-Phase 3	-	-	-	50	-		50
Semi-Phase 4	-	=	172,000	192,000	192,000	11.63%	20,000

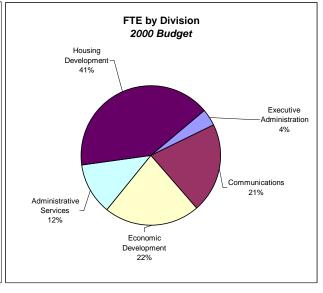
Independent Board
Minneapolis Community Development Agency

			•				
Spring & Central	(130)	20,000	-	25,000	25,000		25,000
United Van Bus	-	4,804	16,219	34,701	34,701	113.95%	18,482
West Side Milling District	-	2,738,227	-	-	-		-
MCDA Debt Service	3,485,955	3,428,267	910,000	10,200,636	10,200,636	1020.95%	9,290,636
Fed Home Ln Bank Econ Develop	40,747	68,388	117,125	209,500	209,500	78.87%	92,375
Housing Ownwership Program	3,670,316	3,244,887	3,524,860	2,132,814	2,132,814	-39.49%	(1,392,046)
Home Ownership & Renovation	1,226,397	1,167,687	2,264,905	989,532	989,532	-56.31%	(1,275,373)
Loan & Grant Programs	58,702	110,821	222,752	54,679	54,679	-75.45%	(168,073)
River Terminal	2,988,540	3,056,098	3,549,290	2,666,538	2,666,538	-24.87%	(882,752)
GARFS	403,118	325,135	540,304	546,528	546,528	1.15%	6,224
MCDA CDBG	12,715,265	9,699,063	9,661,675	9,648,042	9,748,042	-0.14%	(13,633)
Federal Empowerment Zone	-	-	-	128,442	128,442		128,442
MCDA Federal Grants-Other	4,768,721	1,986,560	3,320,989	3,435,773	3,435,773	3.46%	114,784
MCDA Neighborhood Devel Acct	4,405,322	7,599,880	1,925,000	1,700,000	1,700,000	-11.69%	(225,000)
MCDA General Fund	5,264,080	8,206,822	5,187,734	5,902,719	5,902,719	13.78%	714,985
Joint Board	10,066	7,217	-	-	-		-
Mpls Economic Development Council	146,201	171,227	-	-	-		-
Development Account	11,591,145	8,666,721	6,491,116	4,959,509	4,959,509	-23.60%	(1,531,607)
Economic Development Program	1,162,041	1,173,493	1,412,014	1,735,025	1,735,025	22.88%	323,011
Housing Finance	-	-	-	744,904	744,904		744,904
Housing Program	83,231	113,200	144,223	216,685	216,685	50.24%	72,462
MCDA State Grants & Loan	4,381,264	5,510,725	774,487	167,499	167,499	-78.37%	(606,988)
Neighborhood Housing	140,797	74,536	74,307	77,039	77,039	3.68%	2,732
Residential Housing	1,127,559	1,444,117	1,718,359	1,061,356	1,061,356	-38.23%	(657,003)
Theatres	978,338	1,196,223	1,255,834	1,351,490	1,351,490	7.62%	95,656
Total Expense by Fund	156,347,665	164,741,054	143,309,718	142,229,098	142,429,048	-0.75%	(1,080,620)
Expense by Division:							
Executive Administration	525,919	471,510	543,981	672,525	672,525	23.63%	128,544
Communications	1,320,322	1,073,766	1,271,773	5,930,638	5,930,638	366.33%	4,658,865
Economic Development	33,490,988	34,282,559	25,798,004	16,685,471	16,685,471	-35.32%	(9,112,533)
Administrative Services	2,897,945	3,202,014	3,834,393	3,730,657	3,730,657	-2.71%	(103,736)
Indirect Costs MCDA	3,831,528	4,774,080	4,388,959	4,308,431	4,308,431	-1.83%	(80,528)
Program Indirect Costs	61,559,087	71,262,533	66,034,695	74,724,333	74,724,333	13.16%	8,689,638
Housing Development	29,779,346	30,332,230	27,503,418	22,255,387	22,255,387	-19.08%	(5,248,031)
Neighborhood Revitalization	19,959,355	16,499,998	10,385,205	11,255,118	11,255,118	8.38%	869,913
Joint Board	156,267	178,444	-	-	-		-
River Terminal	2,826,909	2,663,920	3,549,290	2,666,538	2,666,538	-24.87%	(882,752)
Total Expense by Division	156,347,665	164,741,054	143,309,718	142,229,098	142,229,098	-0.75%	(1,080,620)

# Independent Board Minneapolis Community Development Agency







# **Administration (5201)**

**PROGRAM DESCRIPTION:** As created by Minnesota State Statue, the Municipal Building Commission Board,is charged with the care and custody of Minneapolis City Hall/Courthouse. The MBC shall coordinate budgeting, personnel, contracts, space assignments, labor, and construction for the building.

# Major Initiatives for 2000:

- Develop and implement MAXIMO database software for corrective and preventive maintenance activities.
- ◆ Integrate a Computer Aided Facilities Management system Aperture -- in partnership with the City of Minneapolis and Hennepin County.
- ◆ Develop strategic plan for MBC organization.
- Develop and disseminate Occupant Handbook.
- Develop and disseminate Supervisor's Handbook.
- ♦ Formulate criteria for performance communication.
- Continue and increase training schedule for MBC staff.
- Create Internet site to provide historical and general information for tenants and public.

# Major Service Activities:

- Communicate agency activities to MBC Board and execute Board directives.
- Provide full administrative services to MBC organization.
- Recruit, hire, train, and develop workforce for care and custody of building.
- Oversee all personnel-related, union, benefits, and worker's compensation functions for MBC Employees.

- Establish best practices standard in facilities management.
- Adopt established City or County policies for all major MBC policies by the end of year 2000.
- Establish preventive maintenance work schedule to reduce corrective maintenance calls.
- Maintain current licensing and accreditation of HCADC.
- Reduction in workers compensation and other liability claims to the MBC.
- Respond to all tenant/public requests and concerns within 24 hours.

# **Custodial and Security (5211)**

**PROGRAM DESCRIPTION: Provide** custodial and security services to City of Minneapolis departments and Hennepin County departments located in the Municipal Building.

# Major Initiatives for 2000:

- Implement and utilize the Maximo computerized maintenance management work order system for preventive and corrective maintenance activities.
- ◆ Implement and utilize a computerized custodial training program based on industrial cleaning standards.
- Implement a building emergency evacuation plan. Inform and train building occupants and MBC staff.
- Implement security consultant's recommendations covering additional surveillance cameras, access to building moats and monitoring air intake.

# **Major Service Activities:**

- Provide custodial services including cleaning, trash removal, moving functions relamping and periodic maintenance to designated areas of the Municipal Building on a 5-day per week frequency. Provide these same services to selected areas of the Municipal Building on a 7-day per week 24-hour per day frequency.
- Provide security services covering access control, emergency alarm monitoring and response and security tours to areas in the Municipal Building outside of the Hennepin County Adult Detention Center.
- ♦ Provide the Municipal Building with emergency evacuation services. Coordinating with the Hennepin County Adult Detention Center as needed.

- On a regular basis, conduct inspection of all areas of the Municipal Building.
- ♦ Through the use of Maximo and industry standards determine the appropriate staffing levels and budget required to provide current service levels.
- On regular basis review reports from a computerized security tour recording program, surveillance tapes and security logs.
- Respond to spills, product outages and service requests within 2 hours after notification.
- Perform office moving functions within time constraints of both the MBC and building occupants.

# Repairs and Improvements (5231)

**PROGRAM DESCRIPTION:** Provide physical plant maintenance for the Minneapolis City Hall/ Courthouse building.

### Major Initiatives for 2000:

- ♦ Implement and utilize the Maximo computerized maintenance management work order System for preventive and corrective maintenance activities.
- Complete retrofit of existing lighting systems.
- Complete painting of the HCADC as part of the HCADC Deferred Maintenance Plan.
- Continue to implement historic painting in building corridors and public spaces.
- Evaluate existing emergency power grid for disaster contingency planning.
- Update existing AutoCAD electrical distribution plan to reflect existing conditions.
- Implement Phase 2 of the Security Modifications to the facility.
- ♦ Analyze the potential for variable speed drive for 6 HVAC systems.
- Analyze the potential for heat recovery measures on 5 existing HVAC systems.

# **Major Service Activities:**

- ◆ Provide physical plant maintenance including mechanical, electrical, carpentry, painting, and General grounds keeping services. Services provided through a combination of skilled in-house Personnel and service contracts.
- Provide corrective maintenance as required and requested.
- Implement, maintain and evaluate preventive maintenance program for the facility.
- Maintain effective energy management program for the facility.

- ◆ Through the use of Maximo, determine the appropriate staffing levels and budget required to Provide current service levels for the building.
- ♦ Complete 50% of all corrective maintenance within 24 hours of the time of request. If request can not be met within 24 hours, a communicated response shall be given to requester as to request status.
- ◆ Complete 75% of preventive maintenance schedules by the targeted completion date.
- Provide analysis of future projects in a timely manner to be incorporated in future budgetary requests.

# **Adult Detention Center (5241)**

**PROGRAM DESCRIPTION:** Provide additional services as required by the Hennepin County Sheriff's Department and the Minnesota Department of Corrections for the Hennepin County Adult Detention Center located in the Minneapolis City Hall/Courthouse Building.

# Major Initiatives for 2000:

- Implement and utilize the Maximo computerized maintenance management work order System for preventive and corrective maintenance activities.
- Implement written departmental security policies and training program for MBC staff Working in the HCADC.
- Evaluate current disaster planning including contingency plans for the HCADC.

# **Major Service Activities:**

- Maintain facility to the Department of Correction Accreditation Standards.
- ♦ Provide physical plant maintenance including mechanical, electrical, carpentry, painting, and General grounds keeping services. Services provided through a combination of skilled in-house Personnel and service contracts.
- Provide corrective maintenance as required and requested.
- Implement, maintain and evaluate preventive maintenance program for the facility.
- ♦ Provide custodial services including cleaning, sanitizing, trash removal, emergency clean up and relamping, in both HCADC staff and inmate areas.
- Purchase and restock supplies and cleaning equipment, used in the ADC.

- On a regular basis, conduct coordinated inspection with HCADC staff to identify any deficiencies.
- ♦ Through the use of Maximo, determine the appropriate staffing levels and budget required to provide current service levels.
- ♦ Complete 50% of all corrective maintenance within 24 hours of the time of request. If request can not be met within 24 hours, a communicated response shall be given to requester as to request status.
- ◆ Complete 75% of preventive maintenance schedules by the targeted completion date.
- ♦ Complete 100% of blood and body fluid spills within 2 hours of notification.
- Complete 5 rotations of scrub crew cleaning in all housing areas annually.

# Work for Others (5251)

**PROGRAM DESCRIPTION**: Provide design, project management and construction services upon the request of departments to meet their operational needs.

# Major Initiatives for 2000:

- Provide project management and other staff services as required to complete the HCADC Deferred Maintenance Project.
- Evaluate, procure and utilize cost estimating and project management software.
- Re-key and replace all builder hardware in the HCADC.
- Replace existing door control security system in HCADC.
- Provide project management services for any capital projects approved by the City of Minneapolis for the facility.

# **Major Service Activities:**

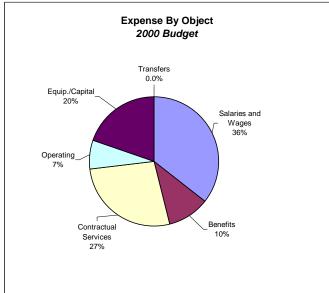
- Provide professional project management services as requested.
- Provide professional construction services as requested.

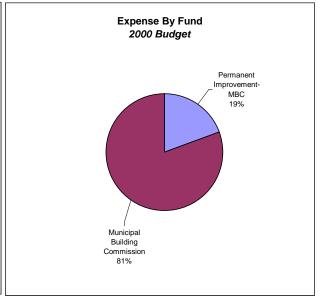
- Provide regular communication to requester as to status of the request including all pertinent information as to schedule, costs and change in scope.
- ◆ Complete 25% of request within 90 days of request. Complete 75% of requests within 180 days of request. Complete 90% requests with 360 days of request.
- Work will be facilitated within all established policies and procedures of the Municipal Building Commission and the governmental agency requesting the work.

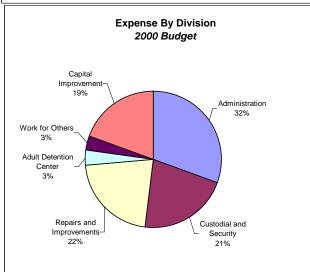
# Indepedent Board Minneapolis Building Commission

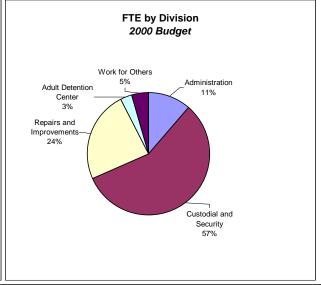
						% Chg From 1999	Change From 1999
			1999 Original			to 2000	to 2000
	1997 Actual	1998 Actual	Budget	2000 Target	2000 Recomm.	Recomm.	Recomm.
FTE's by Division:							
Administration	3.00	3.00	6.00	7.50	7.50	25.00%	1.50
Custodial and Security	42.00	40.50	44.00	38.00	38.00	-13.64%	(6.00)
Repairs and Improvements	15.25	15.00	22.00	16.00	16.00	-27.27%	(6.00)
Adult Detention Center	2.00	2.00	2.00	2.00	2.00		-
Work for Others	-	-	-	3.00	3.00		3.00
Capital Improvement	-	-	-	-	-		-
FTE's	62.25	60.50	74.00	66.50	66.50	-10.14%	(7.50)
Expense by Object:							
Salaries and Wages	2,373,583	2,429,310	2,739,518	2,843,734	2,843,734	3.80%	104,216
Benefits	675,520	737,889	779,753	836,764	836,764	7.31%	57,011
Contractual Services	3,376,369	3,923,827	2,153,424	2,153,424	2,153,424		-
Operating	418,682	511,305	579,139	579,139	579,139		-
Equip./Capital	26,935	4,047	1,351,700	1,571,068	1,571,068	16.23%	219,368
Transfers	451,000	230,036	-	-	-		-
Total Expense by Object	6,871,089	7,836,414	7,603,534	7,984,129	7,984,129	5.01%	380,595
Expense by Fund:							-
Permanent Improvement-MBC	1,818,231	2,042,825	1,321,000	1,554,000	1,554,000	17.64%	233,000
Municipal Building Commission	5,503,858	5,793,589	6,282,534	6,430,129	6,430,129	2.35%	147,595
Total Expense by Fund	6,871,089	7,836,414	7,603,534	7,984,129	7,984,129	5.01%	380,595
Expense by Division:							
Administration	2,087,633	2,131,621	2,163,852	2,443,616	2,443,616	12.93%	279,764
Custodial and Security	1,648,004	1,624,495	1,834,194	1,694,744	1,694,744	-7.60%	(139,450)
Repairs and Improvements	1,584,235	1,395,586	1,756,399	1,739,089	1,739,089	-0.99%	(17,310)
Adult Detention Center	183,986	194,867	275,707	278,540	278,540	1.03%	2,833
Work for Others	-	447,020	252,382	274,140	274,140	8.62%	21,758
Capital Improvement	1,818,231	2,042,825	1,321,000	1,554,000	1,554,000	17.64%	233,000
Total Expense by Division	6,871,089	7,836,414	7,603,534	7,984,129	7,984,129	5.01%	380,595

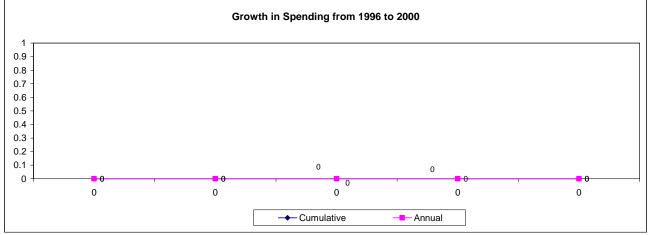
#### Indepedent Board Minneapolis Building Commission











#### PROGRAM AND SERVICE ACTIVITY INFORMATION

# **NEIGHBORHOOD REVITALIZATION PROGRAM - (8630)**

#### PROGRAM DESCRIPTION:

The Minneapolis Neighborhood Revitalization Program works to make Minneapolis neighborhoods better places to live, work, learn and play through neighborhood-based planning and priority setting. The NRP staff work with neighborhood residents, government, nonprofits and the private sector to facilitate and support the development and implementation of a neighborhood plan for each of the City's neighborhoods.

# Major Initiatives for 2000:

- Design and implementation of the second ten years of the program (Phase II)
- Evaluation of Neighborhood Action Plans which have reached the 80% expenditure threshold in preparation for Phase II planning

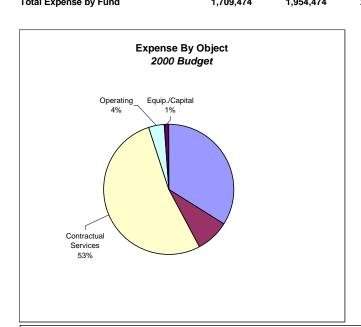
# **Major Service Activities:**

- Building neighborhood capacity
- Redesigning public services
- Increasing inter- and intra-governmental collaboration and cooperation
- Creating a sense of place

- Number of neighborhoods participating in the planning process
- Number of First Step Plans approved
- Number of Neighborhood Action Plans approved
- Expenditures on neighborhood strategies and obligations for implementation of neighborhood strategies

#### Independent Board Neighborhood Revitalization Program

			1999 Original			% Chg From 1999 to 2000	Change From 1999 to 2000
	1997 Actual	1998 Actual	Budget	2000 Target	2000 Recomm.	Recomm.	Recomm.
FTE's	20.00	19.00	18.00	16.00	16.00	-11.11%	(2.00)
Expense by Object:							
Salaries and Wages	670,706	684,006	747,637	676,523	676,523	-9.51%	(71,114)
Benefits	131,523	140,082	171,479	165,982	165,982	-3.21%	(5,497)
Contractual Services	853,567	1,068,029	1,110,000	1,051,000	1,051,000	-5.32%	(59,000)
Operating	22,489	44,411	89,500	80,500	80,500	-10.06%	(9,000)
Equip./Capital	31,189	17,945	23,000	21,500	21,500	-6.52%	(1,500)
Transfers	-	-	-	-	-		-
Total Expense by Object	1,709,474	1,954,474	2,141,616	1,995,505	1,995,505	-6.82%	(146,111)
Expense by Fund:							-
Mpls Neighborhood Revital Poli	1,709,474	1,954,474	2,141,616	1,995,505	1,995,505	-6.82%	(146,111)
Total Expense by Fund	1,709,474	1.954.474	2.141.616	1.995.505	1,995,505	-6.82%	(146,111)



## PARK BOARD - PARK REHABILITATION (7110)

#### PROGRAM DESCRIPTION:

Maintain and repair as required safe, functional and aesthetically pleasing park environment for use by the public.

## Service Activity: Path Sealcoating

To sealcoat approx. 600,000 sq. yards of walking and biking paths to renew surface appearance and prevent deterioration.

#### **Service Activity Performance Measurements:**

Sealcoat all park and parkway paths over a seven-year period during a three-month timeframe each year.

#### Service Activity:

Parking Lot Sealcoating - to repair and sealcoat parking lots every seven years.

## **Service Activity Performance Measurements:**

Sealcoat parking lots on a seven-year basis during an annual three-month timeframe.

#### **Service Activity:**

Path and Parking Lot Rehabilitation - to repair paths and parking lots that are in potentially hazardous conditions or not in compliance with ADA requirements.

### **Service Activity Performance Measurements:**

Repair pathways and parking lots and install ADA approved pedestrian ramps as needed during a three-month period each year.

### **Service Activity:**

Colorcoat Play Courts - To repair, colorcoat and stripe bituminous tennis, and volleyball and basketball surfaces. **Service Activity Performance Measurements:** 

Colorcoat all 114,000 square yards of play areas each five-year period, during a three-month timeframe each year.

#### **Service Activity:**

Building **Rehabilitation -** Non routine repair of over 3/4 million square feet of park buildings, i.e. roofs, mechanical equipment, sewer and water services, etc.

#### Service Activity Performance Measurements:

Provide repairs to park buildings to prevent deterioration and damage due to failures of roofs, furnaces, water or sewer lines, etc.

#### Service Activity: Building Equipment Replacement

Replace worn out building equipment, i.e. carpeting, ranges, refrigerators, drapes, shades, tables, chairs, etc.

#### **Service Activity Performance Measurements:**

Replace unusable appurtenances with new as required to maintain a pleasant and comfortable environment for the park user.

# PARK BOARD - PARKWAY MAINTENANCE (7140)

#### PROGRAM DESCRIPTION:

Maintain and repair a safe, functional and aesthetically pleasing park environment for use by the public.

#### Service Activity:

Provide electricity, maintenance and repairs for parkway lighting units and underground conductors.

## **Service Activity Performance Measurements:**

NSP provides energy, maintenance and repair of 1,957 lights. Light pole maintenance, repair and replacement is done year-round as needed.

#### Service Activity:

Patch surface of 58 miles of parkway. Preparation for sealcoating and/or a function of pavement condition. Sealcoat 58 miles of parkway on seven-year cycles.

## **Service Activity Performance Measurements:**

Patching will be done taking into account cost effectiveness and available funding. Sealcoat program will be eight miles per year when parkways reach uniformity.

#### **Service Activity:**

Repair and replacement of parkway signs/posts-posts are painted on a five-year cycle and signs replaced as needed. **Service Activity Performance Measurements:** 

Of the 6,000 posts, approx. 1,200 are cleaned or sandblasted and painted during the three-month period each year. The 7,500 signs secured to the posts are replaced as required, due to loss or illegibility, throughout the year.

#### Service Activity:

Sweep 58 miles of parkway twice a year. Debris removed helps prevent plugging of storm drains and catch basins. **Service Activity Performance Measurements:** 

Thorough sweeping is done on all 58 miles twice each year and some areas are swept for special events.

#### Service Activity:

Remove snow and prevent ice from 58 miles of parkway.

#### Service Activity Performance Measurements:

Snow plowing, sanding, removal and clean up after snowstorms are required periodically from November to April.

## Service Activity:

Marking of roadways for traffic control at selected intersections and a limited number of centerlines where required.

Service Activity Performance Measurements:

Paint approximately 11,000 feet of striping as needed for clarity and safety by the parkway user.

## **Service Activity:**

Ancillary Structures - Maintain structures associated with parkway furnishings, signage and barricades.

#### **Service Activity Performance Measurements:**

Paint, repair, and replace ancillary structures along 58 miles of parkway, as required, year-around.

#### Service Activity:

Catch Basin, Manhole, and Pipe Cleaning-Clean storm drains and manholes, which become filled with debris and dirt.

### **Service Activity Performance Measurements:**

This service provides for cleaning, as required, 1,720 catch basins and manholes and 141,000 feet of storm drains.

### **Service Activity:**

Catch Basins and Manholes Repair and Maintenance - prevent water flooding and potentially hazardous conditions. **Service Activity Performance Measurements:** 

Repair as reported all catch basins and manholes requiring attention: Responsible for 1,720 structures.

# PARK BOARD - LAKE POLLUTION CONTROL (7160)

#### PROGRAM DESCRIPTION:

To provide a high quality recreational and open space environment for Minneapolis residents by controlling pollution levels in city lakes, providing water quality related educational programs, preserving park amenities, and managing the park system natural resources. The Lake Pollution Control Fund will conduct ongoing investigations of Park Board natural resources. Investigation results shall be used to develop management plans. Results will be communicated to elected officials, staff used in a public information program concerning environmental issues in a clear and concise manner.

#### Service Activity: Monitoring/Education

Inventory, document and develop management plans of environmental resources within the park system.

## **Service Activity Performance Measurements:**

Monitor 13 City lakes and wetlands on a yearly basis. Develop management plans for the protection and improvement of water quality.

Develop educational materials, programs and provide assistance in informing the public on environmental topics, especially water quality.

Develop water quality information programs in cooperation with other City departments and state agencies.

#### Service Activity: Erosion/Shoreline

Maintain or improve existing water/land edges to reduce erosion impacts and provide remedial action as needed.

## **Service Activity Performance Measurements:**

Fund and construct shoreline erosion control projects on a yearly basis, utilizing cost-share grants whenever possible.

#### Service Activity: Sediment Control

Reduce the amount of sediment and nutrients entering water bodies through vacuum sweeping.

#### **Service Activity Performance Measurements:**

Vacuums sweep the parkway system and Park and Recreation Board parking lots twice annually to control pollution.

### Service Activity: Water Exchange

Maintain within practical limits a stable water elevation on lakes, streams and wetlands.

## **Service Activity Performance Measurements:**

Maintain the Chain of Lakes at a stable elevation (142.5 City datum) through pumping. Well pumping for lake level maintenance, including Roberts Bird Sanctuary, Loring Pond, Webber Pond and Powderhorn Lake within the limits set by MN DNR permits.

#### **Service Activity:** Vegetation Management

Monitor and manage natural and introduced plant communities in the Park system.

### **Service Activity Performance Measurements:**

Remove nuisance vegetation, especially Eurasian water milfoil from Minneapolis lakes, wetlands and upland sites as needed. Use outside grant funds for this activity whenever possible. Reintroduce native plant species communities at appropriate locations, especially prairies and wetlands. Manage prairie and wetland plant communities on Park and Recreation locations.

#### Service Activity: Fish Management

Work with other agencies to manage fish populations in lakes and streams.

# **Service Activity Performance Measurements:**

Work to improve fish habitat in City lakes and streams by working with state agencies. Operate the Powderhorn aeration system to maintain the fish community in Powerhonn Lake.

# PARK BOARD - MAINTENANCE (INCLUDES HORTICULTURE) (7200)

#### PROGRAM DESCRIPTION:

To maintain and repair park buildings and grounds; to provide safe, functional and aesthetically pleasing park environments; to provide the maintenance support necessary to conduct recreational activities.

#### **MAJOR SERVICE ACTIVITIES AND STANDARDS**

Service Activity: Building Maintenance - Maintenance and repair of 99 park buildings.

#### **Service Activity Performance Measurements:**

Provide daily cleaning of buildings. Maintain buildings in a clean and safe manner as to provide for needed usage. Maintain buildings to maximize their life and minimize capital deterioration.

**Service Activity:** Turf Maintenance of 2,500 acres of turf.

## **Service Activity Performance Measurements:**

Maintain turf at a height of 2-3/4" - 3-1/2" on a cutting cycle of 10 working days. Fertilize, aerate and overseed limited high usage or high visibility areas on an annual basis. Maintain turf health within established IPM tolerances.

Service Activity: Athletic Field and Court Maintenance of 332 athletic field and courts for various uses.

## **Service Activity Performance Measurements:**

Inspect, clean and repair fields and courts on a daily basis. Maintain turf at a height of 2-3/4" - 3-1/2" on a cutting cycle of 10 working days. Repair broken or damaged structures within one week of report.

**Service Activity:** Winter Activity Maintenance of 100 winter activity facilities including skating, hockey and broomball rinks, ski hills, tubing hills and cross-country ski trails.

## **Service Activity Performance Measurements:**

Groom all facilities on a daily basis.

**Service Activity:** Pool, Fountain, Beach and Well Maintenance of 60 wading pools, 3 full size pool complexes, 11 beaches, and 5 fountains, free standing drinking fountains, hand pumps, and yearly installation of sailboat docks and fishing platforms.

### **Service Activity Performance Measurements:**

Provide daily maintenance to pools and beaches in accordance with local and state ordinances. Remove unsanitary or unsafe conditions from service immediately upon discovery. Repair broken equipment within 24 hours of discovery.

#### PROGRAM DESCRIPTION:

The planting and maintenance of floral displays in both the regional and neighborhood parks in Minneapolis. This includes the typical park sign floral beds, the larger regional and memorial displays, and the Cowles Conservatory.

Service Activity: Design, select and bid plant materials for these gardens.

Service Activity Performance Measurements: Process designs and compile bid by late December-early January.

Service Activity: Assist neighborhood groups in their adopt-a-garden programs.

Service Activity Performance Measurements: Review of gardens.

**Service Activity:** Provide displays at the Cowles Conservatory, Lyndale Rose Garden, annual-perennial garden and Rock Garden.

**Service Activity Performance Measurements:** Staff and team members meet weekly to select and order plantings, evaluate potential pest conditions and assess existing plants.

**Service Activity:** Provide Integrated Pest Management services at the general garden sites and the Cowles Conservatory.

**Service Activity Performance Measurements:** Examine plantings on a weekly or as needed basis and recommend treatments.

# **PARK BOARD - PARK POLICE (7240)**

#### PROGRAM DESCRIPTION:

Patrol the entire park system on a regular basis, identifying and responding to activities and conditions that hinder or detract from the free and enjoyable use of the parks by the general public. Prevent crimes and unwanted activity through prioritized and directed patrol practices. Provide regulation and control for special events. Enforce applicable laws, ordinances, and rules in the parks.

**Service Activity:** Respond to calls for emergency and routine service in parks.

**Service Activity Performance Measurements:** 

Achieve a 90% response rate by park units for all emergencies and routine service calls in parks.

**Service Activity:** Patrol and stop in all the parks and identify and patrol problem areas on a frequent basis. **Service Activity Performance Measurements:** At least one unit stops in each staffed park daily, patrol the non-staffed parcels in varying intervals based on size. Average ten positive public contacts per eight hour shift per uniformed employee. Achieve a better than 50% correlation rate between the top ten park areas in need of patrol and the areas actually patrolled.

**Service Activity:** Investigate park offenses and incidents where the department is the primary investigating agency. **Service Activity Performance Measurements:** 

Follow-up on all cases in are deemed appropriate or where the seriousness of the case warrants further work. Achieve a 50% closure rate on cases where there are suspects. Contact 95% of crime victims in which the department is investigating within four working days, whether by direct contact or by mail.

**Service Activity:** Track and investigate significant crime patterns in parks.

**Service Activity Performance Measurements:** Identify crime patterns each month where a specific crime in parks or crimes in a specific park have increased more than 30%. Through a coordinated plan, reduce to 30% below the standard.

Service Activity: Plan and present crime prevention programs.

**Service Activity Performance Measurements:** Plan and present a variety of prevention programs including a safety camp, employee personal safety workshops, bike rodeos, and park watch dinners. Prepare crime prevention plans for 70% of new park designs.

Service Activity: Conduct background investigations of Park Board applicants who deal with children.

Service Activity Performance Measurements: Complete investigations for 95% of all applicants for such positions.

Service Activity: Staff special events for crowd and traffic control and provide footbeats at identified parks. Service Activity Performance Measurements:

Comply with 90% of requests for special event coverage in parks. Staff a minimum of five problem area parks with an uniformed Park Police officer or agent.

**Service Activity:** Attend and participate in community meetings and present school programs on Park vandalism. **Service Activity Performance Measurements:** Respond to 90% of requests for Park Police at neighborhood and other community meetings.

Present the Juvenile Crime Prevention Curriculum, a 40-min. program on vandalism in parks to 90% of 9th graders.

Service Activity: Produce and distribute literature on park safety and crime prevention in parks.

**Service Activity Performance Measurements:** 

Prepare two sets of materials on specific topics yearly. Update 50% of materials yearly.

**Service Activity:** Enforce Park and Parking ordinances enforce speed limits and monitor parking meters. **Service Activity Performance Measurements:** Identify the violations most frequently issued and provide special training and patrol emphasis. Average eight hours of radar enforcement per week at the top five identified zones in need of speed control. Provide an average of 24 hours per week of meter and limited parking zone enforcement.

# **PARK BOARD - PARK ADMINISTRATION (7250)**

#### PROGRAM DESCRIPTION:

Coordinate and direct activities that provide well-balanced recreational opportunities for Minneapolis as well as supportive financial, personnel and public information services for all divisions of the park system and its facilities.

#### Service Activity: Administration

Overall development and implementation of policies with input from the board, city residents, and other agencies.

#### **Service Activity Performance Measurements:**

Respond to 100% of public requests and needs during the year.

## Service Activity: Finance/Accounts Payable/Accounts Receivable

Coordinate and provide internal management and annual comprehensive financial reports. Monitoring and financial control of all park board funds. Provide a centralized process for the payment of all park board invoice and contract disbursements. Provide a centralized process of recording revenue received. Provide financial support of the issuance for special permits.

#### Service Activity Performance Measurements:

- 1. Provide 100% monitoring of balances for all capitol projects to insure positive cash flow.
- 2. Process all billings for grants, bonds, special assessments and restitution within ten days of the close of accounting period.
- 3. Produce annual component unit financial statements in accordance with requirements.
- 4. Process all vendor payments within a week of receipt of invoice 95%
- 5. Respond to all special assessment inquiries within a 24 hour period 97%
- 6. Deposit daily revenue received 100%

## Service Activity: Personnel, payroll

Perform personnel functions relating to liaison with civil service, unemployment compensation claims and reporting, employees bargaining unit agreements, and employee disciplinary actions. Issue payroll to employees and maintain all associated records.

## **Service Activity Performance Measurements:**

Maintain up-to-date files on employees and issue accurate payroll checks on a bi-weekly basis.

#### Service Activity: Self-insurance

Provide insurance for workers' compensation, unemployment compensation claims and liability coverage for other than forestry and enterprise fund functions.

### **Service Activity Performance Measurements:**

Respond to 100% claimants within ten days of claim.

# **PARK BOARD - PLANNING (7290)**

#### PROGRAM DESCRIPTION:

Prepare capital improvement program that meets infrastructure and unfilled recreational needs of the park system.

Capital budget limitations hold this program to about 50-60% of fully meeting this desired standard.

#### **Major Service Activities and Performance Measures**

#### **Service Activity:**

Meet at least once with affected neighborhoods whose parks are designated in the CIP funding year.

## **Service Activity Performance Measurements:**

This standard is 100% met and usually exceeded when additional meetings are needed or desired.

#### **Service Activity:**

Prepare schematic plans with affected neighborhoods for funded park improvements.

#### **Service Activity Performance Measurements:**

This standard is usually 100% met.

#### **Service Activity:**

Accomplish completion of funded capital improvements within budget on a timely basis.

## **Service Activity Performance Measurements:**

This standard is approximately 80-90% accomplished.

#### **Service Activity:**

Respond to projects generated by other agencies.

#### **Service Activity Performance Measurements:**

This service is approximately 90% met.

# **Service Activity:**

Participate fully with other agencies in city, countywide or metro-wide planning projects, which involve or relate to the park system.

## **Service Activity Performance Measurements:**

This standard is approximately 80% met.

## **Service Activity:**

Meet with neighborhoods contemplating and engaging in neighborhood revitalization planning as needed or desired.

## **Service Activity Performance Measurements:**

This is accomplished about 90% of the time.

#### **Service Activity:**

Prepare special reports and/or organize special study committees.

#### **Service Activity Performance Measurements:**

This standard is accomplished 95% of the time.

## **Service Activity:**

Prepare master plans for parks in conjunction with NRP neighborhoods.

## **Service Activity Performance Measurements:**

This standard is currently being met at about 95%.

## **Service Activity:**

Prepare or update master plans for regional parks required by the Metropolitan Council.

#### **Service Activity Performance Measurements:**

This standard is usually met at 100%.

# PARK BOARD - FORESTRY (7329)

#### PROGRAM DESCRIPTION:

The Forestry Division provides services, which enhance the real estate value of the City of Minneapolis. Increasing the awareness, importance and value of the urban forest does this. In addition to the design and execution of tree planting and maintenance policies and programs, there is a commitment to community partnerships and educational programs.

Service Activity: Tree Maintenance

Provides for pruning of mature street trees, certain park trees and young and newly planted trees.

## **Service Activity Performance Measurements:**

Maintain a five-year rotation to lessen potential of Dutch elm Disease, lessen conflicts between trees and residents and ensure proper development of young trees.

Service Activity: Tree and Stump Removal

Remove diseased and other trees which are dead, decayed, declining or of an improper species.

## **Service Activity Performance Measurements:**

Implement tree and stump removal timely to reduce the spread of disease and lessen the presence of hazardous conditions.

Service Activity: Reforestation

Plant trees in vacant planting sites, which occur on boulevards or in parks to perpetuate the urban forest.

**Service Activity Performance Measurements:** Plant and/or replace approx. 4,000 trees per year and mulch, water and provide other care during the first year after planting.

Service Activity: Pest Control, Inspections and Surveys

Prevent the establishment and spread of various insects and disease using integrated pest management techniques. Inspect contracted tree work to ensure compliance. Survey the urban forest for pest problems that may require control procedures. Inspect residential requests for service on boulevard trees and advise about private trees.

### **Service Activity Performance Measurements:**

Monitor the presence of various pest problems and initiate control measures with the Department of Agriculture and/or the University of Minnesota. Inspect boulevard trees to allow for scheduling of prescribed work. Monitor the urban forest for pest conditions. Review contracted work to guarantee propriety.

Service Activity: Preventative Maintenance and Minor Storm Damage

Completion of cleans up and trees health improvement procedures.

## **Service Activity Performance Measurements:**

Timely storm clean up to eliminate hazardous tree debris. Tree health improvement procedures are performed on an as-needed basis.

## PARK BOARD - PARK SPECIAL SERVICES (7400)

#### PROGRAM DESCRIPTION:

Provide and maintain Park and Recreation facilities and service on a self-supporting basis in special interest areas of higher skill levels than is made available to the general public through the tax supported basic programs.

### Service Activity:

Golf - to maintain and operate five (5) 18-hole golf courses, one (1) 9-hole golf course, one (1) Par-3 golf course and one (1) golf learning center.

#### **Service Activity Performance Measurements:**

To provide a meaningful golfing experience at a fee that is based on 49,685 average rounds per course supportive of operating maintaining and repair and replacement program cost.

#### **Service Activity:**

Refectories - to operate refectories offering food and beverages at five (5) locations throughout the system.

#### **Service Activity Performance Measurements:**

Provide a refreshing light meal at an affordable price.

## Service Activity:

Special Facilities - to maintain and operate Parade Parking lot, Sculpture Garden, Ice Gardens, lighted softball and baseball fields and Nicollet Indoor Tennis Center.

**Service Activity Performance Measurements:** To provide highly maintained facilities of special interest at a fee that is reasonable and yet enough to cover all cost and future capital improvements.

#### **Service Activity:**

Boating - to operate and maintain one hundred rental canoes, ten rental rowboats, lake excursion boat, four hundred mooring buoys, three hundred and fifty-nine canoe public rental racks and contract river excursion boat.

#### Service Activity Performance Measurements:

To provide water related experience, following all regulatory safety standards.

## PARK BOARD - INFORMATION TECHNOLOGY SYSTEMS (7580)

#### PROGRAM DESCRIPTION:

Coordinate and maintain all computer-related services for each division of the Minneapolis Park and Recreation board.

### Service Activity:

Maintain and upgrade all computer hardware, systems software and netware software. Backup all systems for disaster recovery. Assist in the development of software applications.

- 1. Provide network access to users at 100% with exception for scheduled maintenance.
- 2. Provide necessary updates to network hardware and software to operate a wide area network.

## PARK BOARD - PARK EQUIPMENT (7590)

#### PROGRAM DESCRIPTION:

To maintain and supply equipment for rental to other Park Board cost centers from a central pool.

To set rental rates which provide sufficient funds for purchase of new equipment on a scheduled basis commensurate with economical replacement expectancy. The rental rates for equipment must reflect the true cost of operating expenses together with a specified depreciation schedule.

#### Service Activity:

Equipment Maintenance - Maintain an equipment pool of 258 units, as well as related attachments and accessories. **Service Activity Performance Measurements:** 

- 1. Preventative Maintenance Perform OEM suggested preventative maintenance procedures on all equipment.
- 2. Equipment Repair Repair equipment within 48 hours of issuance of a work order. Emergency equipment repair will be performed prior to the next shift needed.

### Service Activity:

Equipment Replacement - Equipment is replaced on a scheduled basis commensurate with economical life expectancy.

### **Service Activity Performance Measurements:**

Equipment is replaced at the predetermined scheduled time.

# PARK BOARD - CITY-WIDE RECREATION (7600)

#### PROGRAM DESCRIPTION:

Plan and implement neighborhood recreation programs and services, based on a "Benefits Based" approach.

Service Activity: Provide "Benefits Based" quality Recreation program services.

#### **Service Activity Performance Measurements:**

Reorganize park centers into 15 Neighborhood Recreation Service Delivery Teams.

Meet management objectives for personal, socio-cultural, economic and environmental benefits.

**Service Activity: Ensure** a Basic Set of Recreation Program Services is offered which meet the social, physical, cultural and environmental needs of neighborhood and community residents.

## **Service Activity Performance Measurements:**

Basic Set programs will be offered at all full-time professionally staffed recreation centers. Each neighborhood helps to decide which recreation programs will best meet their needs.

**Service Activity: Maximize** involvement of residents in the recreation program operation, services and activities. Convene planning and advisory councils that work toward improving direct service delivery. Hold Annual Neighborhood Town Meetings to establish goals and benefits to be achieved.

**Service Activity: Provide** Recreation Plus+ school-aged childcare services designed to be safe, fun and affordable. Provide childcare services, which allow children to take advantage of park program.

**Service Activity:** Provide special programming, which requires participant fees to support program costs. **Service Activity Performance Measurements:** Programs are developed based upon costs of the service delivered. Program fee waivers are available to participants. Provide a minimum of two self-supporting programs per season at recreation centers.

**Service Activity:** Enhance community use of recreation centers through a building use policy and applicable rental fees that allow organizations to use MPRB facilities for their own self-directed programs.

#### **Service Activity:**

Provide a citywide adult sports league program in seven spots. Organize ten team sports each year for boys and girls ages 7-17. Provide rules, draw schedules, and hire officials.

Service Activity: Conduct clinics for coaches/officials on rules and philosophy and conduct.

## **Service Activity Performance Measurements:**

Conduct five clinics for youth in various team and individual sport areas.

**Service Activity:** Operate eleven beaches and five pools. Recruit, hire, train and schedule 100 seasonal lifeguards who meet Red Cross certified lifeguarding standards for service.

**Service Activity Performance Measurements:** Maintain 100 Red Cross certified lifeguards for duty in a year. Hold one pre-season training session and weekly training sessions for nine weeks during the season. Maintain necessary rescue and safety equipment for each beach and pool.

Service Activity: Conduct a minimum of three city wide instructional programs for adults.

Promote, schedule and recruit groups for a series of concerts and plays during the summer. Plan, promote and conduct the annual 25k city of lakes marathon. Plan, promote and operate the Wirth winter recreation area for ten weeks. Conduct social groups in area of golf and trips for adults.

**Service Activity:** Distribute information on recreation program opportunities to the citizens of Minneapolis Publish one citywide brochure for mail distribution to all Minneapolis households.

Prepare four seasonal neighborhood brochures for each of the 45 recreation centers. Prepare monthly press releases and articles for neighborhood newspapers on recreation programs. Distribute program information, annual town meeting announcements and youth sport information. Provide & train reception staff to deal with the public.

## PARK BOARD - TEEN TEAMWORKS (7720)

#### PROGRAM DESCRIPTION:

Teen Teamworks offers a positive park maintenance work experience, recreational opportunities and educational sessions to the target population of unemployed or under-employed "at risk" Minneapolis youth between the ages of 14 to 18.

Service Activity: Provide supervised, summer employment to Minneapolis "at risk" youth.

# **Service Activity Performance Measurements:**

Establish neighborhood work crew of 8 to 10 youth and one on-site adult supervisor at 25 park locations throughout the City.

**Service Activity:** Provide educational sessions for all TEEN TEAMWORKS youthworkers.

## **Service Activity Performance Measurements:**

- 1. Provide job seeking/keeping curriculum (i.e. attendance, punctuality, and attitude).
- 2. Effective communication skill building (i.e. peers, adults and work environment).
- Survival/life skills development (i.e. drug education and prevention, sexual harassment education).

**Service Activity:** Provide recreational opportunities and for TEEN TEAMWORKS youthworkers.

- 1. Demonstrate to youth the appropriate use of leisure time through recreational opportunities.
- 2. Provide forum for positive interaction between youth and adults from various cultural groups within their community and neighborhood.

## PARK BOARD - YOUTHLINE OUTREACH (7726)

#### PROGRAM DESCRIPTION:

Youthline Outreach Mentorship Program involves youth ages 12-16 in positive leisure time activities, introduces them to community resources, and encourages a sense of belonging. Youthline is located at 11 parks year-round and at additional 25 parks during the summer.

**Service Activity:** Provide structured, supervised programs and activities for youth in the categories of Life Skills Learning, Community Involvement, Creative Expression, and Wish List (field trips and special events).

#### **Service Activity Performance Measurements:**

Involve youth an average of three hours daily, five times a week during the school year in structured programs and provide an additional two hours daily of supervised non-structured hours at the park. Ensure 10-100 youth participate in each activity daily at each park.

**Service Activity:** Youth Outreach Mentors ensure that residents in the 6-block area surrounding the park are informed of the Youthline Program and invited and encouraged to participate.

#### **Service Activity Performance Measurements:**

Implement major outreach efforts citywide four weeks annually (one per quarter) through school and neighborhood activities.

**Service Activity:** A Girls' Focus Group, as part of the citywide Girls' Program, is established at each park. Monthly Girls' Program activities are offered citywide, with park activities organized bi-weekly.

### **Service Activity Performance Measurements:**

Ensure that each park has a Girls' Group Leader who is available at the park during regularly scheduled hours to provide leadership and support for the Girls' Program.

Maintain 8-12 participants in each Girls' Group and schedule regular bi-weekly meetings. Ensure that 20+ participants from each park attend monthly events.

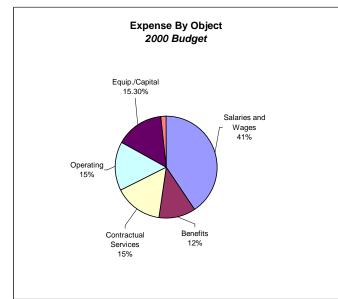
**Service Activity:** Organize a Teen Council at each park to involve teens in planning and organizing activities and in the overall development of the Youthline program.

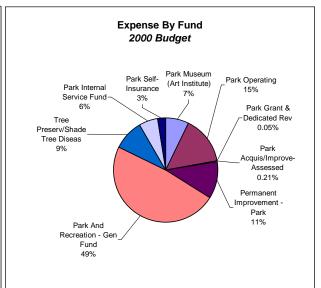
**Service Activity Performance Measurements:** Ensure that each park has a Teen Council with a minimum of 10 youth that meet at least once a month to discuss teen issues and plan activities and programs.

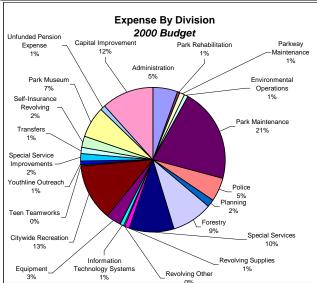
# Independent Board Minneapolis Parks and Recreation Board

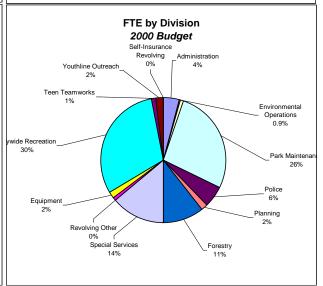
					% Chg		
						From 1999	•
	1007 Actual	1009 Actual	1999 Original Budget	2000 Recomm.	2000 Final	to 2000 Final	From 1999 to 2000 Final
	1997 Actual	1998 Actual	Buuget	2000 Recomm.	Approved	Filldi	to 2000 Filial
FTE's by Division:							
Administration	35.50	35.50	36.50	38.60	38.60	5.75%	2.10
Parkway Maintenance	1.98	1.98	1.98	1.98	1.98		-
Environmental Operations	7.04	7.04	8.14	8.14	8.14		-
Park Maintenance	229.73	233.73	238.79	241.27	241.27	1.04%	2.48
Police	43.93	46.51	51.00	51.00	51.00		-
Planning	14.00	14.00	14.00	15.00	15.00	7.14%	1.00
Forestry	92.41	91.41	92.41	96.41	96.41	4.33%	4.00
Special Services	120.65	120.65	125.73	125.73	125.73		-
Revolving Other	0.03	0.03	0.03	0.03	0.03		-
Information Technology Systems	5.00	7.00	7.00	6.00	6.00	-14.29%	(1.00)
Equipment	15.05	15.05	15.05	15.05	15.05		-
Citywide Recreation	271.11	271.11	274.59	276.67	276.67	0.76%	2.08
Teen Teamworks	10.00	10.00	10.00	10.00	10.00		-
Youthline Outreach	14.00	15.00	15.00	17.25	17.25	15.00%	2.25
Self-Insurance Revolving	0.25	0.25	0.25	0.25	0.25		
FTE's	874.68	883.26	890.47	903.38	903.38	1.45%	12.91
Expense by Object:							
Salaries and Wages	24,733,704	26,247,519	27,487,831	28,603,685	28,603,824	4.06%	1,115,993
Benefits	7,046,215	7,050,120	8,172,721	8,355,251	8,355,251	2.23%	182,530
Contractual Services	14,695,911	15,139,429	10,427,452	10,764,012	10,764,012	3.23%	336,560
Operating	9,227,055	9,482,207	10,345,122	10,865,866	10,865,866	5.03%	520,744
Equip./Capital	11,380,624	11,206,176	7,691,666	10,805,904	10,905,904	41.79%	3,214,238
Transfers	1,531,002	892,227	920,000	1,249,072	1,249,072	35.77%	329,072
Total Expense by Object	68,614,511	70,017,679	65,044,792	70,643,790	70,743,929	8.76%	5,699,137
Expense by Fund:							
Park Museum (Art Institute)	4,058,544	4,354,685	4,749,304	5,149,670	5,149,670	8.43%	400,366
Park Operating	8,964,648	9,934,747	10,072,154	10,529,430	10,529,569	4.54%	457,415
Park Grant & Dedicated Rev	1,611,673	137,469	291,000	33,000	33,000	-88.66%	(258,000)
Park Acquis/Improve-Assessed	235,706	260,244	150,000	150,000	250,000	66.67%	100,000
Permanent Improvement - Park	12,665,047	10,793,834	4,823,000	8,085,500	8,085,500	67.64%	3,262,500
Park And Recreation - Gen Fund	30,139,083	31,512,671	32,573,460	34,211,566	34,211,566	5.03%	1,638,106
Tree Preserv/Shade Tree Diseas	6,124,486	8,652,168	6,367,590	6,541,927	6,541,927	2.74%	174,337
Park Internal Service Fund	3,257,839	3,135,001	4,214,672	4,167,525	4,167,525	-1.12%	
Park Self-Insurance	1,557,484	1,236,859	1,803,612	1,775,172	1,775,172	-1.58%	(28,440)
Total Expense by Fund	68,614,511	70,017,679	65,044,792	70,643,790	70,743,929	8.76%	5,699,137
Expense by Division:							
Administration	3,270,856	3,161,340	3,445,625	3,923,616	3,923,616	13.87%	477,991
Park Rehabilitation	413,338	474,289	410,981	412,085	412,085	0.27%	1,104
Parkway Maintenance	781,403	989,338	902,247	913,744	913,744	1.27%	11,497
Environmental Operations	799,436	902,744	650,092	661,971	661,971	1.83%	11,879
Park Maintenance	13,612,557	13,848,597	14,768,222	15,147,910	15,147,910	2.57%	379,688
Police	2,911,649	3,298,585	3,530,249	3,829,169	3,829,169	8.47%	298,920
Planning	951,446	1,006,330	1,064,557	1,296,836	1,296,836	21.82%	232,279
Forestry	6,276,386	8,819,938	6,515,590	6,681,927	6,681,927	2.55%	166,337
Special Services	6,687,430	6,860,626	6,597,527	7,072,443	7,072,582	7.20%	475,055
Revolving Supplies	41,275	24,589	1,000,000	1,000,000	1,000,000		-
Revolving Other	54,359	50,393	8,000	8,000	8,000		-
Information Technology Systems	798,900	618,335	718,108	710,770	710,770	-1.02%	,
Equipment	2,417,664	2,492,077	2,496,564	2,456,755	2,456,755	-1.59%	(39,809)
Citywide Recreation	8,579,686	9,119,764	9,255,497	9,219,707	9,219,707	-0.39%	(35,790)
Teen Teamworks	541,367	464,784	125,000	125,000	125,000		-
Youthline Outreach	542,687	586,284	564,367	632,265	632,265	12.03%	67,898
Special Service Improvements	487,255	1,092,005	1,138,250	1,138,250	1,138,250		-
Transfers	295,000	418,729	895,000	1,070,000	1,070,000	19.55%	175,000
Self-Insurance Revolving	1,557,484	1,236,859	1,803,612	1,775,172	1,775,172	-1.58%	(28,440)
Park Museum	4,058,544	4,354,685	4,749,304	5,149,670	5,149,670	8.43%	400,366
Unfunded Pension Expense	(922,280)	(943,766)	(850,000)		(842,000)		,
Capital Improvement	14,458,067	11,141,153	5,256,000	8,260,500	8,360,500	59.07%	3,104,500
Total Expense by Division	68,614,511	70,017,679	65,044,792	70,643,790	70,743,929	8.76%	5,699,137

# Independent Board Minneapolis Parks and Recreation Board









## **PUBLIC HOUSING AUTHORITY**

# **PROGRAM DESCRIPTION: Youth Apprentice Grant**

# Major Initiatives for 2000:

• Complete activities under this funding source .

# **Major Service Activities:**

 Recruit and train MPHA resident youth 17-24 for pre-apprentice activities in clerical fields or trades

- ♦ Assist 24 youth (12 clerical and 12 trades) in receiving training and on the job experience
- Work with Summit Academy OIC to ensure that training and education experiences are successful
- ♦ Coordinate with other MPHA programs to ensure optimum opportunities for youth participants.

# **PUBLIC HOUSING AUTHORITY**

## PROGRAM DESCRIPTION: SERVICE COORDINATOR

HUD grant to provide social services to elderly and disabled public housing residents.

# Major Initiatives for 2000:

- ♦ Social services to elderly and disabled high-rise residents.
- ♦ Case management

# **Major Service Activities:**

- Services are contracted through VOAOM/Senior Resources Division which provides other social services to elderly high-rise residents.
- ♦ Coordination with outside resources to bring other community resources to bear for high-rise residents.
- Recruitment of community and corporate volunteers.
- Monitoring of performance.

## **PUBLIC HOUSING AUTHORITY**

## PROGRAM DESCRIPTION: Section 8

To offer expanded rental assistance opportunities to low income families by utilizing existing housing units throughout the City and metropolitan areas.

# Major Initiatives for 2000:

- ♦ House families off the waiting list
- Develop strategy to increase utilization of certificates and vouchers to the maximum allowable
- Develop strategy to increase landlord participation and thus, increase the availability of affordable housing in the community.

## **Major Service Activities:**

- Make timely and correct housing assistance payments to owners
- Respond promptly to inquiries regarding issues, regulations and procedures.
- ◆ Insure quality housing standard inspections are conducted timely and in accordance with procedures.
- Develop ongoing communications with owners and participants regarding programmatic changes.

## **PUBLIC HOUSING AUTHORITY**

## PROGRAM DESCRIPTION: RAFS (Rental Assistance for Family Stabilization)

To provide rent subsidy for caretaker parents receiving public assistance and who have an approved employment and training plan.

## Major Initiatives for 2000:

- Increase capacity for accepting referrals from training providers
- To increase utilization of RAFS funding to the maximum extent of fund availability
- ◆ To complete applicant processing timely

# **Major Service Activities:**

- ◆ To schedule more briefings with local agencies
- To implement programs and systems to administer program effectively
- To insure that quality housing standard inspections are conducted timely

- ◆ To develop ongoing communications with the Minnesota Housing Finance Agency
- To maintain effective communication with Employment Service Counselors and Training Providers

## **PUBLIC HOUSING AUTHORITY**

## PROGRAM DESCRIPTION: Project Self-Sufficiency

# Major Initiatives for 2000:

- ◆ Provide Employment and Training Services for MFIP Clients and other MPHA Residents
- Publish Welfare To Work Newsletter for Public Housing Residents
- Recruit and provide supportive Services for MPHA Family Self Sufficiency Clients
- Establish and implement Section 3 program for MPHA residents

# **Major Service Activities:**

- Case Management
- Education and Outreach
- Network with Community Based Organizations
- Develop specific services for special MPHA populations (e.g. Southeast Asian, Somali etc.)

- Provide services to 235 MFIP clients
- ◆ FSS program services for 249 clients
- Operate 3 job clubs (Somali, Southeast Asian and English speaking)
- Assist at least 150 MPHA residents and clients find employment averaging \$8.00 per hour
- ♦ Recruit 50 MPHA residents to participate in EDSS program

## **PUBLIC HOUSING AUTHORITY**

## PROGRAM DESCRIPTION: LOW RENT

# Major Initiatives for 2000:

- ♦ All Property Management functions for 6,000 Public Housing units in Minneapolis
- Aggressively pursue evictions for cause
- Provide procedures to implement the new laws in the Quality Housing and Work Rehabilitation Act

# **Major Service Activities:**

- Application screening/high occupancy
- Responding to work order requests
- Assist residents with lease compliance issues.

- MPHA has sustained an Occupancy rate of 99% for the past three years. This is done in conjunction with our strict screening policy to assure that Public Housing residents have the ability to be successful residents.
- ♦ MPHA responds to all emergency work orders within 24 hours.
- MPHA in conjunction with VOA/Senior Resources provides assistance to residents in many realms, including lease compliance issues and other daily living skills.

## **PUBLIC HOUSING AUTHORITY**

# PROGRAM DESCRIPTION: HIGHRISE LIVABILITY AND SECURITY/PUBLIC HOUSING DRUG ELIMINATION PROGRAM (PHDEP)

To increase the security of residents in the high-rise communities along with providing drug prevention and empowerment programs for all MPHA residents and Section 8 participants.

# Major Initiatives for 2000:

- ♦ Security guards in high-rise buildings as well as a 10-member MPD Police Team to work exclusively in MPHA public housing.
- Drug prevention programs for youth and families (in both low-income public housing and Section 8 programs.)
- ♦ Empowerment (i.e. education and employment) programs for all public housing residents and Section 8 participants.

# **Major Service Activities:**

- Administration of security guard services in various high-rises throughout the City.
- Reimbursement to the Minneapolis Police Department for additional security and protective services.
- Coordination of Voluntary Resident Patrol Programs.
- ♦ Administration of Drug Prevention/Empowerment programs.

## **PUBLIC HOUSING AUTHORITY**

## PROGRAM DESCRIPTION: HOME Program

Minneapolis Public Housing Authority funds are used to provide first-time homebuyer information and education to public housing and Section 8 families whose goals are to become homeowners. Funding from the MPHA and the Family Housing Fund of Minneapolis and Saint Paul is available for downpayment, equity participation and closing cost loan assistance.

## **Major Initiatives for 2000:**

- Advertising campaign to reach all public housing and Section 8 families.
- ♦ Homebuyer Club initiated at Glendale.

# **Major Service Activities:**

- ♦ Homeownership information and education available to all public housing and Section 8 families.
- ♦ Homeownership counseling, one-on-one counseling to families who have the capability and desire to work toward homeownership.
- ♦ Homeownership financial assistance in the form of entry cost loans and equity participation loans.

## **PUBLIC HOUSING AUTHORITY**

PROGRAM DESCRIPTION: Hollman v. Cisneros Consent Decree Settlement Fund One time Federal Grant from the U.S. Department of Housing and Urban Development. Grants are provided to private developers and local jurisdictions to cover costs of developing public housing projects, either new construction or acquisition and rehabilitation.

# Major Initiatives for 2000:

◆ Continue to develop replacement housing in Minneapolis and Metropolitan area per the Consent Decree.

## **Major Service Activities:**

- ◆ Replacement of up to 770 units of public housing scheduled for demolition as a result of the Consent Decree.
- ◆ Up to 80 of the replacement units will be developed in non-concentrated neighborhoods within the City of Minneapolis; approximately 115-180 on the Northside public housing site and the remainder in the seven county Metropolitan area.

# **Service Activity Performance Measurements:**

 The provision of replacement housing for low income families displaced by the demolition of public housing and families on the public housing waiting list who live in areas impacted as to race and poverty.

## **PUBLIC HOUSING AUTHORITY**

## PROGRAM DESCRIPTION: COMP GRANT

Annual Federal Grant received from U.S. Department of Housing & Urban Development. Grant is used for capital improvements at low income housing developments. Funds are also used on a limited basis for management improvements, including a variety of programs. Fund application: MPHA staff, residents, and local elected officials form the City-Wide Comp Grant Committee, which meets regularly to plan comp grant fund activities as well as to complete the application for funding for each upcoming fiscal year.

# Major Initiatives for 2000:

- Minimize long-term maintenance costs through capital improvements.
- Maintain the "High Performer" status.
- ◆ Closer integration between maintenance and capital improvements.

# **Major Service Activities:**

- ♦ Major system repair or replacement. Examples include roofs, HVAC, elevators, windows, etc.
- Apartment and building modernization. Examples include replacement of unit cabinets, flooring, bathroom updates, community room improvements, exterior repair/improvements.
- ♦ Statutory compliance. Improvements include 504 handicapped accessibility and lead-based paint testing and abatement.
- ♦ MPHA management improvements. Examples include security, MIS training, etc.
- ♦ Resident activities. Examples include a variety of programs designed to meet the needs that the residents have identified (i.e. Resident Self-Help, Project Lookout, Tool Rental, etc.).

- Procurement of goods and services is performed within Federal, State, and HUD statutory guidelines, as well as MPHA policy limits and goals for Women/Minority Business enterprise participation.
- Design and construction activities conform to Federal and State standards and are routinely audited by the HUD Inspector General as well as internal MPHA audits and/or State Auditor's Office.
- Resident satisfaction.

## **PUBLIC HOUSING AUTHORITY**

#### PROGRAM DESCRIPTION: CITIZEN PARTICIPATION

To fund Resident Councils in Public Housing communities to provide resident participation service to the Minneapolis Public Housing Authority (MPHA). Grants are provided to Resident Councils to work in partnership with the MPHA to ensure resident review of programs, projects and policies and to jointly develop plans to improve public housing communities. Also, some funds are used to provide training opportunities for Resident Council Officers.

# Major Initiatives for 2000:

- Funding Resident Councils' efforts in facilitating resident involvement and participation in the review of MPHA programs, projects, and policies.
- Funding of Resident Councils' activities related to community organizing and community building.
- Capacity building activities for Resident Councils through providing training of Council officers.

# **Major Service Activities:**

- ◆ Setting criteria for groups to receive funding: Democratic elections, fair representations and open meetings.
- Seeking proposals from resident groups for CDBG funding.
- Providing training to Resident Council Officers.
- Monitoring performance

# Independent Board Public Housing Authority

			1999 Original		2000 Final	% Chg From 1999 to 2000	Change From 1999
	1997 Actual	1998 Actual	Budget	2000 Recomm.	Approved	Final	to 2000 Fina
FTE's	330.00	334.00	329.00	334.00	334.00	1.52%	5.00
Expense by Object:							
Salaries and Wages	10,766,948	10,461,917	11,414,287	12,169,647	12,169,647	6.62%	755,360
Benefits	2,337,811	2,426,959	2,847,670	3,114,416	3,114,416	9.37%	266,746
Contractual Services	9,308,466	4,820,049	5,698,816	5,456,237	5,456,237	-4.26%	(242,579
Operating	21,363,335	26,819,706	28,570,823	29,215,069	29,215,069	2.25%	644,246
Equip./Capital	15,360,007	22,083,667	25,670,470	34,245,976	34,245,976	33.41%	8,575,506
Total Expense by Object	59,136,567	66,612,298	74,202,066	84,201,345	84,201,345	13.48%	9,999,279
Expense by Fund:							-
Low Rent Public Housing	23,577,433	24,125,296	25,548,294	27,275,637	27,275,637	106.76%	1,727,343
Highrise Livability	908,900	907,496	970,000	970,000	970,000		, , , , <sub>-</sub>
Section 8	18,336,485	17,353,161	20,152,038	20,343,933	20,343,933		191,895
RAFS	261,055	284,675	487,017	540,000	540.000		52,983
Low Rent & PSS (CDBG)	144,355	385,040	372,182	413,057	413,057		40,875
Citizen Participation (CDBG)	429,519	84,975	156,787	150,000	150,000		(6,787
Liability Insurance Claim Fund	403.008	265,287	146,492	200,000	200,000		53,508
Comp Grant I	400,000	,	-, -	,	,		-
Comp Grant II	2,000,085						-
Home Program	91,716	32,880	88,160	89,000	89,000		840
Comp Grant III	2,943,250	1,222,630	,	,	,		-
Comp Grant IV	8,796,988	8,319,561					-
FY94 PHDEP V	660,481	-,,					-
Mobility Counseling	30,000	150,869					-
Setp-UP Program	9,800	12,722					-
Vista Grant	120	2,437					-
Youth Grant	40,428	264,724	45,806	103,299	103,299		57,493
Service Coordinator Program	102,944	321,465	237,959	55,990	55,990		(181,969
Comp Grant Transfer to Operations		638,419		,	,		-
Comp Grant V		6.666.822	487.863				(487,863
Comp Grant VI		3,570,870	1,896,246				(1,896,246
FY97 PHDEP		610,180	664,733				(664,733
Hollman Development		1,129,487	4,800,000	15,000,000	15,000,000		10,200,000
Comp Grant VII		.,.20,.0.	10,797,615	2,939,861	2,939,861		(7,857,754
Comp Grant VIII			1,871,202	14,958,408	14,958,408		13,087,206
GMMHC		100,835	.,5,202	,555, 766	,000, 100		
Energy Bond Phase I		162,467	3,016,802				(3,016,802
Energy Bond Phase II		102, 107	1,488,991				(1,488,991
FY98 PHDEP			754,632	837,660	837,660		83,028
MFIPS			179,481	262,500	262,500		83,019
EDSS			39,766	62,000	62,000		22,234
Total Expense by Fund	59,136,567	66,612,298	74,202,066	84,201,345	84,201,345	13.48%	9,999,279

## **ADMINISTRATION (2210)**

#### PROGRAM DESCRIPTION:

The Minneapolis Youth Coordinating Board (YCB) is an intergovernmental organization dedicated to promoting the healthy, comprehensive development of children and youth ages 0-20 through collaborative action.

## Major Initiatives for 2000:

- Mona H. Moede Neighborhood Early Learning Center
- ♦ What's Up?
- Mayor's Youth Council
- Way to Grow
- ◆ FATHER Project
- Minneapolis Redesign

# **Major Service Activities:**

Provide financial management for YCB programs and activities.

## **Service Activity Performance Measurements:**

◆ Manage budget, accounting, risk management, financial reporting and financial support for all YCB program, activities and designated partnerships.

### **Major Service Activities:**

Provide administrative leadership for YCB programs and activities.

- Develop and manage programs that promote collaboration between public and private organizations in the delivery of services that foster the positive development of Minneapolis children and youth.
- Facilitate improved coordination and cooperation among youth-serving agencies and local governmental bodies.
- ◆ Identify and remedy conditions that hinder or prevent the community's youth from becoming healthy, productive members of society
- ♦ Communicate accurate and timely information concerning issues facing children, youth and families, and coordinate community-wide responses to those issues.

# **NEIGHBORHOOD EARLY LEARNING CENTERS (2220)**

### PROGRAM DESCRIPTION:

The Neighborhood Early Learning Center (NELC) initiative is a capital program to create spaces in neighborhood settings for existing or developing early childhood and family programs and support services

# **Major Initiatives for 2000:**

Mona H. Moede Neighborhood Early Learning Center.

# **Major Service Activities:**

♦ Strengthen families and improve school readiness among children by providing a variety of support services for families with young children in accessible, neighborhood locations.

# **Service Activity Performance Measurements:**

 Maintain collaborative environment for six existing Neighborhood Early Learning Centers and facilitate the construction and opening of an additional center in 2000.

# **YOUTH INITIATIVES (2240)**

## PROGRAM DESCRIPTION:

YCB programs, partnerships and special events.

# Major Initiatives for 2000:

Phat Summer, What's Up?, Mayor's Youth Council

# **Major Service Activities:**

 Develop and manage programs that promote collaboration between public and private organizations in the delivery of services that promote the positive development of Minneapolis children and youth.

# **Service Activity Performance Measurements:**

 New Workforce Policy Council – Work in partnership with the Youth Trust to address school to work issues.

# **Major Service Activities:**

 Facilitate improved coordination and cooperation among youth-serving agencies and local intergovernmental bodies.

- Phat Summer Obtain funding, coordinate communications and facilitate coordination of an evening recreation program for youth ages 12-18 that provides free, positive youth development activities in approximately 30 parks, schools and neighborhood centers city-wide, Monday-Friday, 7:00-10:30 p.m. for eight weeks during the summer. A partnership of the YCB, Minneapolis Park and Recreation Board, Minneapolis Public Schools and the Office of the Mayor.
- ◆ City Children's 2007 Grant funds to community projects which demonstrate the principles of the "City Children's 2007."
- ♦ YWCA Eastside/Urban Sports Center Encourage and facilitate a partnership between the Minneapolis Public Schools and the YWCA to build a new facility in east Minneapolis.
- ♦ Y-MAP (Youth in Minneapolis After-School Program) Promote delivery of positive youth development activities for middle school aged youth by facilitating improved coordination between program providers to address barriers to participation and tie program activities to the school day. Services are delivered at middle school, elementary school serving 6 th, 7th and 8th graders, parks, libraries and community centers.

# YOUTH INITIATIVES (2240) continued

Beacons Project – Promote and coordinate extended-service schools run by community-based organizations in partnership with Minneapolis Public Schools. Beacons sites offer a range of youth development, educational enrichment, recreation and service learning activities during non-school hours. A partnership between the YCB, YMCA of Greater Minneapolis and Minneapolis Public Schools' Family and Community Education Services (FACES).

## **Major Service Activities:**

 Identify and remedy conditions that hinder or prevent the community's youth from becoming healthy, productive members of society.

# **Service Activity Performance Measurements:**

- What's Up? Youth Info Line Fund, manage and promote an information phone line providing comprehensive information about youth programs and activities to youth ages 7-18, parents and program providers. Provide a Coordinator and several teenage phone operators. Since its inception in 1996, What's Up? staff has fielded more than 65,000 calls.
- ◆ Mayor's Youth Council Train and prepare youth to participate in policy level discussion through leadership development activities. Provides a comprehensive your voice for the current YCB agenda.

# **Major Service Activities:**

♦ Communicate accurate and timely information concerning issues facing children, youth and families, and coordinate community responses to those issues.

- ♦ Connections Newsletter Produce three issues of this publication annually.
- ♦ What's Up? Summer Jam Coordinate and promote an annual summer event that provides youth ages 7-18 with information about positive youth development programs and activities through a resource fair. A partnership between the YCB, Minneapolis Park and Recreation Board and the Office of the Mayor.

# **WAY TO GROW (2250)**

#### PROGRAM DESCRIPTION:

Way To Grow is a citywide school readiness program that assists families and children ages 0-6 by coordinating community-based formal and informal support systems. The FATHER Project is a public/private partnership that provides comprehensive employment and training, child support, and fatherhood development services to low-income, non-custodial fathers in inner city Minneapolis.

# Major Initiatives for 2000:

◆ FATHER Project

# **Major Service Activities:**

♦ Improve school readiness for children ages 0-6 in each of the City's planning districts.

# **Service Activity Performance Measurements:**

 Maintain the Way To Grow program in the following nine planning districts: Camden, Northeast, Near North, Phillips, Powderhorn, Southwest, Central, Longfellow and Southeast (University). Establish Way To Grow in one additional planning district in 2000.

# **Major Service Activities:**

- Enable participants to overcome the barriers that prevent them from supporting and nurturing their children.
- ◆ Assist participants to begin a career path at a livable wage, enabling them to support themselves and their children.

# **Service Activity Performance Measurements:**

Maintain the FATHER Project in five targeted planning districts: Camden, Powderhorn, Phillips, Central, and North.

# **MINNEAPOLIS REDESIGN (2260)**

## PROGRAM DESCRIPTION:

Minneapolis Redesign is a city-wide collaborative among families, schools, community residents, and public, private, and nonprofit organizations to promote healthy development and school success for all Minneapolis students.

# Major Initiatives for 2000:

Family and Community Resource Centers.

# **Major Service Activities:**

- Increase school readiness of children.
- Improve educational achievement of children
- Enhance the ability of parents/guardians to support their children's healthy development.
- Promote a more coordinated, collaborative system of educational and social services for families.

# **Service Activity Performance Measurements:**

♦ Maintain Family and Community Resource Centers at five school locations: Roosevelt, Washburn, Northeast, North Star and Andersen.

# Independent Board Youth Coordinating Board

			1999 Original		2000 Final	% Chg From 1999 to 2000	Change From 1999
	1997 Actual	1998 Actual	Budget	2000 Recomm.	Approved	Final	to 2000 Final
FTE's by Division:							
Administration	5.00	6.00	7.00	7.00	7.00		_
New Early Learning Centers (NELC)	0.25	-	-	-	-		_
Youth Initiatives	5.00	14.00	9.63	7.00	7.00	-27.31%	(2.63)
Way to Grow	6.00	6.00	10.00	10.00	10.00		-
Mpls. Redesign	-	5.00	4.50	4.50	4.50		_
FTE's	16.25	31.00	31.13	28.50	28.50	-8.45%	(2.63)
Expense by Object:							
Salaries and Wages	717,059	860,244	971,384	1,005,306	1,005,306	3.49%	33,922
Benefits	109,955	166,241	154,948	118,891	118,891	-23.27%	(36,057)
Contractual Services	5,092,595	5,819,209	5,176,197	8,020,474	8,020,474	54.95%	2,844,277
Operating	126,796	153,953	128,607	136,985	136,985	6.51%	8,378
Equip./Capital	41,240	48,184	14,180	27,500	27,500	93.94%	13,320
Transfers	85,574	586,592	257,994	212,337	212,337	-17.70%	(45,657)
Total Expense by Object	6,173,218	7,634,422	6,703,310	9,521,493	9,521,493	42.04%	2,818,183
Expense by Fund:							
Youth Coordinating Board	6,173,218	7,634,422	6,703,310	9,521,493	9,521,493	42.04%	2,818,183
Total Expense by Fund	6,173,218	7,634,422	6,703,310	9,521,493	9,521,493	42.04%	2,818,183
Expense by Division:							
Administration	373,646	422,750	483,429	390,427	390,427	-19.24%	(93,002)
New Early Learning Centers (NELC)	148,736	210,431	139,126	2,738,070	2,738,070	1868.05%	2,598,944
Youth Initiatives	884,393	1,074,499	992,283	1,032,605	1,032,605	4.06%	40,322
Way to Grow	3,160,304	3,203,837	3,454,500	3,719,744	3,719,744	7.68%	265,244
After School Pilot	436,109	464,479	-	-	-		-
Mpls. Redesign	1,170,030	2,258,425	1,633,972	1,640,647	1,640,647	0.41%	6,675
Total Expense by Division	6,173,218	7,634,422	6,703,310	9,521,493	9,521,493	42.04%	2,818,183